



MEYNERS + COMPANY

Certified Public Accountants/Consultants to Business

Central New Mexico QuickBooks® Users Conference

CONFERENCE DETAILS PAGE

June 15, 2010

8:00 am to 4:45 pm

\$195. per person

8:00 - 8:30 am Registration, Breakfast, & Networking

**8:30 - 9:40 am Managing Risk: Looking Under Your Hood
by Angela S. Anderson, CPA, CGFM**

In many ways, accounting functions are the engine that keeps your organization running smoothly. Come learn about internal controls, the “wires” that connect processes and procedures to help minimize the likelihood of fraud, guard against identity theft, and responsibly manage risk.

**9:50 – 11:00 The Nuts and Bolts of Payroll
by Cheryl L. Stallard, CPA, CPP**

Uncover the powerful capabilities found in QuickBooks payroll! From start to finish, QuickBooks payroll gives you the tools you need to complete your payroll and avoid common errors. This session will also include information on the different payroll subscriptions available.

11:00 to 11:15 pm Snack Break

11:15 – 12:15 pm Breakout Sessions – (Please choose session A or B)

**A. Wiring the Breaker Box: Creating & Using Budgets
by Angela S. Anderson, CPA, CGFM**

Successful organizations understand the power of using budgets to track income, control expenses, and plan for the future. This session will cover budget creation using prior year data or starting from scratch, using classes, customers, and jobs in budgets, creating budget reports and forecasts, and using the cash flow projector tool.

**B. Tricky Transactions in Accounts Receivable
by Cheryl L. Stallard, CPA, CPP and Deborah J. Hooper**

Accurately recording income is imperative to the success of your business. This session will focus on properly handling challenging transactions in accounts receivable: writing off bad debt, recording bounced checks, dealing with overpayments and underpayments, etc.



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12:15 – 1:00 pm **Lunch is provided**

1:00 - 2:10 pm **Breakout Sessions – (Please choose session C or D)**

C. Tricky Transactions in Accounts Payable

by Cheryl L. Stallard, CPA, CPP and Deborah J. Hooper

Accurately recording expenses is crucial to the bottom line of your organization. This session will teach you how to account for such things as voiding prior period checks, recording employee purchases, handling debit cards and petty cash, and other tricky accounts payable transactions.

D. Flip the Switch to Advanced Reporting

by Angela S. Anderson, CPA, CGFM

You've been entering data into QuickBooks for some time now. Are you getting the information you need back from it? Is the information meaningful? Does it help with other parts of your business? This session will teach you how to get important, meaningful data from QuickBooks.

2:20 – 3:30 pm **Keeping the Power On: Safeguarding Your Data Files**

by Bryan E. Handing, CCEA, CPA.CITP, MCSE

Your QuickBooks files contain critical information about your business and its employees. Do you know how to manage and properly protect these files? Come to this session and learn the differences between file types, how to back up and restore files, how to clean up and rebuild damaged company files, and how to share data and access it remotely.

3:30 - 3:45 pm **Snack Break**

3:45 – 4:45 pm **Healthy Now, Healthy Tomorrow: Protecting the Future of Your Business**

By Ben L. Darwin, CPA

Seeing the business continue to prosper after handing over the keys to someone else is the dream of most owners. Realizing that dream takes careful planning. Come to this session and learn about exit strategies, succession plans, personal financial planning, and key documents that need to be in place to protect the future of your business.