

Learn how to help your property run more efficiently.

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SKODA MINOTTI

CPAs, BUSINESS & FINANCIAL ADVISORS

YOU'RE INVITED

Delivering on the Promise.

QuickBooks Training

In conjunction with

Building Owners and Managers Association of Greater Cleveland



Looking to manage your properties' accounting more effectively? Join BOMA and Skoda Minotti for a two-part tutorial on QuickBooks for accounting, finance and payroll professionals in real estate and property management.

Presented by Dawn Gainer, Managing Director of [Skoda Minotti's Small Business Services group](#), these sessions will help you set up QuickBooks and get acquainted with its many time saving features, including:

- Chart of accounts
- Invoicing and receipts
- Accounts payable and receivable
- Payroll
- Financial reporting

Event Details

- **Dates:**
 - Session One: Thursday, November 6, 2014
 - Session Two: Thursday, November 13, 2014
- **Time:** 9:00 A.M. - 12:00 P.M.
- **Location:** Skoda Minotti - 6685 Beta Drive, Mayfield Village, Ohio 44143
- **Directions:** [Map Link](#)
- **Cost:** \$250.00 for both sessions

Registration: To register for this event, contact Robin Thomas rthomas@skodaminotti.com or 440-449-6800.