

# "Accounting Tune-Up with Master Builder"

Class Instructor: Heather Hatzenbuehler

## \*KEY TOPICS\*

- Financial Overview using Master Builder
- Finding information quickly with Queries & Function keys
- Work in Progress-Best Practices
- Over/Under Billing Revenue Recognition
- Researching job costs and general ledger postings
- Saving time & improving accuracy with purchase orders & subcontracts
- Best Practices in Payroll (deductions, daily entry, burden allocation)
- What are the best reports to show the Owner
- Managing Accounts Payable & Accounts Receivable

Please check the date you will be attending.

July 6, 2010

9:00 am – 4:00 pm

Located at the ERGS training facility:

901 NE Loop 410  
Suite 340  
San Antonio, TX 78209

Reserve your spot today by returning your RSVP form via fax (210-829-4634) and sending in your registration fee.

**Your registration will be confirmed upon receipt of your payment by check or credit card (please make checks payable to ERGS).**

Please list names of attendees below and if they will or will not be having our complementary lunch.

(First attendee \$300, additional attendees \$200 each)

1. \_\_\_\_\_ @ \$300 \_\_\_ Lunch Y / N

2. \_\_\_\_\_ @ \$200 \_\_\_ Lunch Y / N

3. \_\_\_\_\_ @ \$200 \_\_\_ Lunch Y / N

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_ Account #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Address: \_\_\_\_\_



Registration fee is due one week prior to event start date to ensure your reservation in the seminar. For further questions call us at 888-842-9730. Cancellation policy: Minimum attendance required. ERGS reserves the right to cancel seminars if minimum attendance is not achieved. All registration fees will be refunded in the event of cancellation by ERGS. **In the event you need to cancel your reservation ERGS will refund your registration fee if cancellation is made PRIOR to one week before event date.** If cancellation is communicated less than 7 days before event date, registration fees may be subject to forfeiture.