



Certified Payroll using QuickBooks



Course taught by *Nancy Smyth, Sunburst Software Solutions, Inc.*
Author of “Four Ways Contractors Pay Prevailing Wage Fringe Benefits”

DATE: NOVEMBER 8, 2011
TIME: 8:00 AM – 4:00 PM (8 HOURS)
COST: \$199 AGC MEMBERS
\$259 NON-MEMBERS

QuickBooks is the leading small-business accounting software on the market today. But when it comes to knowing how to use QuickBooks in the commercial/government construction industry and dealing with complexities such as AIA billing and certified payroll reporting, finding help becomes difficult. Join us for an intensive day-long training session for using QuickBooks in the commercial/government construction industry. Below are some highlights of the course.

Morning Session - Job Costing, Estimating, Purchases & AIA Billing using QuickBooks

- The importance of job costing
- Working with/setting up your QuickBooks Item List {aka your cost codes}
- Creating and using Estimates & Progress Invoices
- Tracking committed costs and subcontracts with Purchase Orders
- Proper Vendor/Subcontractor invoice entry
- Getting Equipment costs into your job costing reports
- AIA Billing and automation

Afternoon Session - QuickBooks Payroll & Certified Payroll

- What is Certified Payroll? Who makes the rules and how to comply
- Working with Wage Determinations
- Determining employee labor burden - or - the hourly cost of having employees on the jobsite
- How to include employee labor burden in payroll
- Setting up and using QuickBooks Payroll to deal with prevailing wages - regardless of how you pay your fringes
- How to fill out a certified payroll report - what information is needed
- Electronic certified payroll filing requirements
- Automating the certified payroll reporting process

Who should attend?

- Business owners
- Estimators
- Controllers
- CFO's
- Payroll processors
- Office Managers
- Accounting & Consulting professionals
- Union and non-Union Contractors

About the presenter:

Nancy Smyth has used and supported Intuit products and end users since 1986, with her primary focus being commercial/government construction contractors. She has been a Certified QuickBooks ProAdvisor since 1999; and as President of Sunburst Software Solutions, Inc. - <http://www.sunburstsoftwaresolutions.com> - she is a key player in the development of several QuickBooks Add-Ons for the construction industry. She is also the author of the QuickBooks for Contractors blog - <http://blog.sunburstsoftwaresolutions.com>

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COURSE LOCATION: AGC SAN DIEGO CHAPTER INC. 6212 FERRIS SQUARE SAN DIEGO CA 92121 858-558-7444 EXT 101