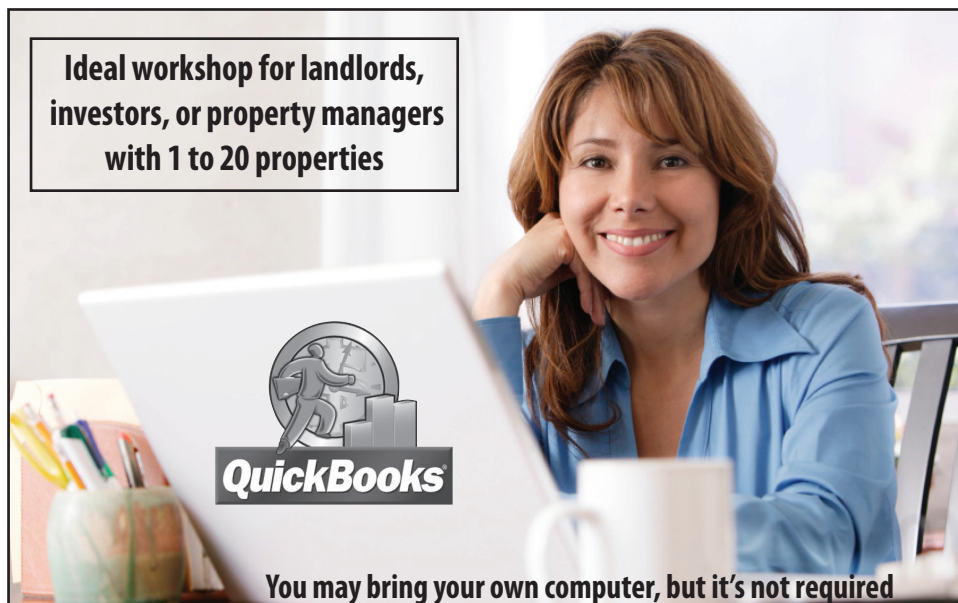


# QUICKBOOKS®

FOR PROPERTY MANAGERS & LANDLORDS

**Ideal workshop for landlords,  
investors, or property managers  
with 1 to 20 properties**



You may bring your own computer, but it's not required

Have you heard the misconception that QuickBooks® can't be used for property management? You will discover what it can do and how to get started. Experienced users will learn how to solve and correct problems they may be having.

The workshop is conducted in a lecture format plus live visual demonstration. Detailed training materials and checklists are provided. Learn lots of bookkeeping tips and tricks.

## TOPICS COVERED

- Learn proper setup of the "Chart of Accounts" and other lists
- Discover the correct way to enter day-to-day expenses and income
- Properly record security deposits, issue refunds and bill for damage
- Keep track expenses and costs for each property
- Produce reports such as a "Profit & Loss," and "Rent Roll" for each property and/or unit

## LOCATION

### KEARNY MESA SERVICE CENTER

#### Instructor:

Mike LaNier, On-Line Bookkeeping Solutions

**Thursday, March 28, 2013**

**Time:** 3:00 p.m. – 6:00 p.m.

**Check In:** 15 minutes prior to start

#### Location:

SDAR's KEARNY MESA SERVICE CENTER  
4845 Ronson Court, San Diego, CA 92111

#### Prices:

REALTOR® Plus Members ..... \$20.40  
SDAR REALTORS® ..... \$24  
All Others ..... \$34

Mike LaNier has over 25 years experience in public accounting, focused on servicing small businesses, including brokers and agents in the areas of taxation, accounting, and bookkeeping. Mike has conducted over 200 QuickBooks® training classes and is a QuickBooks® Professional Advisor.

REGISTER ONLINE [WWW.SDAR.COM](http://WWW.SDAR.COM)

☐ **Yes, sign me up for QuickBooks® for Property Managers & Landlords**

☐ **Yes, I have read the Cancellation Policy. Initial** \_\_\_\_\_

Name: \_\_\_\_\_ Member #: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Home ☐ Office Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx Card#: \_\_\_\_\_ Exp: \_\_\_\_\_

Amount: \_\_\_\_\_ Signature: \_\_\_\_\_



**Return to: Greater San Diego Association of REALTORS® • 4845 Ronson Court, San Diego, CA 92111 • Phone: (858) 715-8040 • Fax: (858) 715-8090**

Cancellation Policy: Reservations for programs requiring payment will not be processed until payment is received. If you must cancel your reservation, a full refund will be issued if cancellation is received, in writing, three (3) business days prior. SDAR reserves the right to cancel or reschedule any program. If cancellation occurs, SDAR will issue a full refund. In the event of rescheduling, SDAR will send immediate notification and transfer all reservations (including payments) to the new date.

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