



Mierendorf and Co. P.C.
CERTIFIED PUBLIC ACCOUNTANTS

JOSEPH G. MIERENDORF, JR., C.P.A., C.V.A.
SUSAN C. COBB, CPA, C.V.A.
MARK A. REED, C.P.A., C.F.E.

PHONE: 616/784-4445
FAX: 616/784-4245
EMAIL: cpas@mierendorfcpas.com

From: Joe Mierendorf, Sue Cobb and Mark Reed

RE: QuickBooks® and PeachTree® Training

QuickBooks® and PeachTree® are two popular accounting programs for small businesses. We often talk to business owners who are using one of these programs, and these are some of the questions we hear:

- 1. Can you help me understand my financial statements?** Set up is everything in these programs, and can be tailored to fit individual needs. We can help design the account setup to feed back information about job costing, overhead, and comparisons to prior periods.
- 2. Can I prepare my own payroll?** Both of these programs can be used to prepare payroll. We can teach you to pay employees, make tax deposits, and prepare payroll forms, all using the computer system.
- 3. Do I need a degree in computer science to run these programs?** We have trained many business owners, their spouses, children, and maiden aunts to run these user-friendly programs. We offer on-going support, on-site or by telephone, for questions and challenges.
- 4. What reports can I run on my system?** There are more reports than can be listed here. The traditional financial reports, Balance Sheet and Income Statement, are very useful in evaluating your performance. Other reports frequently used are payroll summary reports, sales by customer, purchased by vendor, and statements comparing periods.
- 5. Can you help me set up job costing?** Knowing which costs are unique to your business is essential for properly pricing your product or service. These programs can be set up to track sales and costs by customer, job, and job type, for example. In most cases, job costing is one more keystroke to allocate each transaction.

If you need assistance in setting up (or cleaning up) your QuickBooks® or PeachTree® software, give us a call. We would be happy to talk to you, or to someone you may know who needs this sort of assistance.

*Other memos include:

Cash Flow Issues
Job Cost
Buying and Selling Real Estate

Exit Strategies
Business Valuation
Detecting Fraud