



**Contract  
Compliance  
Associates**

**PRESENTS**

## **A Practical Workshop in Using QuickBooks™ for Your Government Contracting Business (ACG2130)**

**Our workshops are conducted by seasoned business people, with many years of experience in the industry.**

### Dates and locations:

Orlando, FL	12-13 Mar 2008
Arlington, VA	7-8 April 2008
Las Vegas, NV	14-15 May 2008
San Jose, CA	16-17 July 2008

All classes will run from 9 am to 4:30 pm,  
with registration starting at 8:30 am.  
A continental breakfast will be provided.

Tuition: \$995

We do offer discounts for multiple attendees as well as on-site training.

Please contact us for details.

Registration will close one week prior to the workshop.

To register, please visit our website at:

[www.concompass.com](http://www.concompass.com)

1809 E. Broadway  
Suite 349  
Oviedo, FL 32765

Phone: 407-349-3955

Fax: 407-349-1448

E-mail: [info@concompass.com](mailto:info@concompass.com)

Our workshop is designed to provide the tools and knowledge necessary to set up and maintain your accounting system so that it is compliant with government requirements. Students should possess a working knowledge of QuickBooks™.

Learning will be accomplished through the use of practical exercises and examples. Please note, **attendance is limited to the first 12 registrants.**

Some topics to be addressed include:

- ⇒ Setting up the Chart of Accounts
- ⇒ Payroll setup that will work with job cost reports
- ⇒ Setting up items to track direct costs
- ⇒ The use of classes to comply with FAR Part 31
- ⇒ How to handle uncompensated overtime

Students will be provided templates, form examples, and internet websites, as well as practice sets.



We encourage our participants to share their experiences!