



DAVID FIELD SERVICE
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NEED HELP PREPARING FOR YOUR TAX PREPARER?

Computerize Your Bookkeeping

Setup, input, training and support.

ARE YOUR PERSONAL OR BUSINESS BOOKS DISORGANIZED, OUT OF DATE OR NON- EXISTENT?

Using QUICKBOOKS or QUICKEN, the world's most popular personal computer bookkeeping software, I can set up, input & organize your business or home financial data. On your computer, (or mine), your books will be organized and current. and your filing system functional. You will get computerized reports ready for your tax preparer. If you wish I will train you by involving you every step of the way as we eliminate your backlog and create a manageable system.

Call: David Field (707)-829-7188

Confidential, Thorough, Reliable. References of course...

QUICKBOOKS... OPTIMIZED FOR THE SMALL BUSINESS

In addition to organizing and automating many basic small business bookkeeping functions a customizable reminders screen is available that shows money to deposit, unpaid invoices, bills to pay, statements to print, inventory to reorder etc.

- Manages Bank, Cash, and Credit Card Accounts.
- Hand Write Or Print Checks,
- A/R Accounts Receivable Print invoices and statements for money you are owed.
- A/P Accounts Payable., Keep track of outstanding bills.
- Track Inventory On Hand and On Order Using PO's, (Purchase Orders).
- Over 80 Business Reports and Graphs.
- Payroll, 1099's and Tax Form Printing
- Sales Tax Tracking.
- Time Tracking and job costing

QUICKEN... OPTIMIZED FOR PERSONAL FINANCE

In addition to organizing the checkbook and cash transactions Quicken offers many other useful tools including:

- Budgeting Based On Actual Income and. Expenses
- Reports and Graphs Showing Income, Expenses and Net Worth.
- Electronic Banking and Bill Payments.
- Mortgages and Auto Amortized Loans.
- Home Inventory Tracking Including Insurance Coverage.
- Comprehensive Investment Portfolio Tracking and Management.
- Tax Reports and Planning,