



[QuickBooks ProAdvisor Help from Admin Services of America](#)

- Do you need help figuring out how to use QuickBooks?
- Are you spending too much time wading around in the QuickBooks help menus and not getting the right answer?

With over six years experience working on complex financial systems at various locations such as the Chicago corporate headquarters of True Value Hardware, CNA Insurance and Allied Van Lines, Dave Wilkowske can help you with the complexities of QuickBooks in a fast and efficient manner.

This leaves you with more time for you to do what you do best - run your small business enterprise.

Why not call Dave [right now](#) and get some answers before it's too late at **(651) 408-2586.**

Or, send Dave an e-mail message with your questions about QuickBooks to: qbhelp@adminsoa.com

To review Administrative Services of America's online QuickBooks portfolio please visit:
<http://www.adminsoa.com/QBportfolio.htm>

Here is a partial list of how Admin Services of America's bookkeeping services can help your business:

- **Industry Specific QuickBooks Solutions:** Contractors, Manufacturers and Wholesalers, Non-Profits, Professional Services and Retailers.
 - Reconciling bank accounts
 - Automating your invoices to electronic PDF format for e-mailing
 - Automating Accounts Payable using QuickBooks automation features and ACH bank drafts
 - Automating Accounts Receivable using ACH bank drafts from customer bank accounts
 - Creating business financial reports: (P&L, Balance Sheet, etc)
 - **Full payroll functions:** Generate weekly, bi-weekly or monthly payroll checks, prepare and file state and federal withholding taxes.
 - Prepare and file electronically local and state sales taxes
 - Clean-up your current bookkeeping mess
 - General Journal Entries
 - Help you through the conversion process from older versions of QuickBooks to QuickBooks 2011
 - Teach you how to use Quickbooks 2011 if you want to upgrade from prior versions of QuickBooks
 - Systems integration with off-the-shelf software solutions such as [Hindsite Software](#) and [SLICE](#) which interface with QuickBooks
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