



## SMALL BUSINESS WAVE BOOKKEEPING EXCELLENCE SERIES

*Helping small  
businesses  
learn and thrive.*

The Small Business WAVE Bookkeeping EXCELLENCE Program is designed for sole proprietors and single-member LLCs, offering a unique blend of small group workshops and one-on-one technical assistance for setting up and using the Wave Accounting system.

### WAVE & BOOKKEEPING BASIC WORKSHOPS



- ✓ A two part in-person workshop for small business owners getting started or needing a refresher in the fundamentals of bookkeeping and its application to their business.
- ✓ Business owners will create a chart of accounts for their business, link their financial accounts and enter transactions into their own Wave Account.
- ✓ Review and apply best practices check list for weekly and monthly accounting tasks and report reporting.
- ✓ Connect with fellow participants to exchange ideas and experiences.

### ONCE A MONTH ONE-ON-ONE/ PERSONALIZED CONSULTATION IN FOUR MONTHS

- ✓ The business owner will meet with their assigned accountant to continue education and practical use of use of WAVE as applied to the business owner's situation.
- ✓ Together, the accountant and business owner will review the previous month's record keeping accuracy, walk through the monthly reconciliation process, and discuss financial statements.
- ✓ The accountant will provide additional coaching on accounting tasks, record keeping, compliance and other topics as needed.



#### WHAT WILL YOU GAIN?

After completing this program, business owners will have an operating WAVE accounting system with an accurate chart of accounts and the basic skills to perform basic monthly reconciliation and financial statement generation.



#### WHAT'S INCLUDED?

Initial  
consultation  
  
2 two-hour  
workshops  
  
4 one-on-one  
consultations



#### INQUIRE TODAY!

Visit our website and inquire about or small business wave bookkeeping excellence series at:

<http://tinyurl.com/AASBookkeepingSeries>



#### SCAN ME!

