Simplify your accounting – go to

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**Workshop.comm**



QuickBooks® Workshop I **, May 17, 2018** 8:30 - 4:30 p.m.(lunch on your own)

QuickBooks® Workshop II **, May 31, 2018** 8:30 - 4:30 p.m.(lunch on your own)

 Fast-paced and informative training.

 *Classes will be presented and taught by Fay Uraynar CPA, MBA.* **Q.B. ProAdvisor**  *1999 - 2017*

 ***Practical hands-on computer QB training. One PC per participant.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Workshop I Topics

* Working efficiently with QB database lists
* Entering and paying bills
* Bank account activity reconciliations
* Entering sales orders, invoices, or cash sales
* Customer statements
* Time savers - memorizing transactions
* Receiving payments and deposits
* Tracking and paying sales tax
* Payroll – basic overview
* Tips on using the system the QuickBooks way
* Questions answered

Workshop II Topics

* Using other accounts and credit cards
* Analyzing financial data and reports
* Estimates, Inventory, Time tracking
* Customized forms, classes, credit memos
* Payroll and typical payroll problems
* Time saving and troubleshooting tips
* Creating reports
* Tips on using the system the QuickBooks way
* Questions answered



 *(Training manual & how-to resource material included)*

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### Workshop location: **UW Sheboygan**, One University Dr, Sheboygan, WI 53081

###  Learning Resources Building, Computer Lab 5001, lower level, left at entrance

 Class

 size

 limited!

###

 5 ways to register:

* Register at **QuickBooksWorkshop.com**
* Fax this completed registration to (920) 457-8177
* Call: (800) 270-7373
* E-mail: info@QuickBooksWorkshop.com
* Mail to:QuickBooksWorkshop

 1210 S. 10th St.

 Sheboygan WI 53081

**REGISTRATION ✂- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -**

* Yes, register me for both classes, *QuickBooks® Training I and QuickBooks® Training II* for $370/person. ($28 discount before May 11th )
* Yes, register me for**, May 17, 2018** *QuickBooks® Training I* Workshop for $199 /person.before

May 12th or $219 thereafter.

* Yes, register me for the **May 31,**, **2018** *QuickBooks® Training II* Workshop for $199/person

before May 25 or $219 thereafter.

* Contact us about future class dates or other training/support options:

Small Group\_\_\_\_\_\_\_ One-on-One Training/ Support\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Attendee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To better serve you, please let us know which QuickBooks you are using:

 🞎 Windows Desktop 🞎 Mac Desktop 🞎 OnLine Sheboygan

**QuickBooksWorkshop.com**

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Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount to Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail or Fax to: QuickBooks Workshop, 1210 S. 10th St Sheboygan, WI, 53081 Fax (920) 457-8177

Payment Options:

1) Credit Card 2) Check payable to: Innovative Solutions 3) via secure web: quickbooksworkshop.com



 1210 South 10th Street.

 Sheboygan WI 53081

Enclosed is Spring info.

Watch for the Fall 2017 workshops at: …….**QuickbooksWorkshop.com**



 **QuickBooksWorkshop.com**

 May 17, 2018 & May31, 2018

 Instructor is experienced CPA & QB ProAdvisor

 *Seating is limited*