

Simplify your accounting – go to

QuickBooks® Workshop.com

QuickBooks® Workshop I , **October 26, 2017** 8:30 - 4:30 p.m.(lunch on your own)
 QuickBooks® Workshop II , **November 16, 2017** 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.

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



Q.B. ProAdvisor
1999 - 2017

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



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 Oct. 20th)
- Yes, register me for **October 26, 2017** *QuickBooks® Training I* Workshop for \$199 /person before October 20th or \$219 thereafter.
- Yes, register me for the **November 16, 2017** *QuickBooks® Training II* Workshop for \$199/person before November 10th 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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1210 South 10th Street.
Sheboygan WI 53081

Enclosed is Fall info.
QuickbooksWorkshop.com



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October 26, 2017 & November 16, 2017

Instructor is experienced CPA & QB ProAdvisor

Seating is limited