

# Simplify your accounting – go to

## QuickBooks® Workshop.com

QuickBooks® Workshop I , **November 2, 2017** 8:30 - 4:30 p.m. (lunch on your own)  
 QuickBooks® Workshop II , **November 30, 2017** 8:30 - 4:30 p.m. (lunch on your own)  
 Fast-paced and informative training.

Workshop presented and taught by: *Kathy Bue, CPA*



**Q.B.**  
**ProAdvisors**  
 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: **University of Wisconsin-Waukesha**  
 1500 N. University Dr. **Northview Room N060**  
 Waukesha WI 53188 (best parking Lot 1, parking passes e-mailed)

#### 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](mailto:info@QuickBooksWorkshop.com)
- Mail to: QuickBooksWorkshop  
 1210 S. 10<sup>th</sup> St.  
 Sheboygan WI 53081



#### REGISTRATION ✂

- Yes, register me for both classes, *QuickBooks® Training I and QuickBooks® Training II* for \$370/person. (\$28 discount before October 27th )
- Yes, register me for, **November 2, 2017** *QuickBooks® Training I* Workshop for \$199 /person before October 27th or \$219 thereafter.
- Yes, register me for the **November 30, 2017** *QuickBooks® Training II* Workshop for \$199/person before November 24th or \$219 thereafter.
- Contact us about future class dates or other training/support options:  
 Small Group \_\_\_\_\_ One-on-One Training/ Support \_\_\_\_\_

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_ 2<sup>nd</sup> 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

Waukesha

# QuickBooksWorkshop.com

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Enclosed is Fall info.

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November 2, 2017 & November 30, 2017

Instructor is experienced CPA & QB ProAdvisor

*Seating is limited*