

# Simplify your accounting – go to

## QuickBooks® Workshop.com

QuickBooks® Workshop I , May 18, 2017 8:30 - 4:30 p.m.(lunch on your own)

QuickBooks® Workshop II , June 8, 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. 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 May 12th )
- Yes, register me for, **May 18, 2017** QuickBooks® Training I Workshop for \$199 /person before May 12<sup>th</sup> or \$219 thereafter.
- Yes, register me for the **June 8, 2017** QuickBooks® Training II Workshop for \$199/person before June 2nd 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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Payment Options:

1) Credit Card 2) Check payable to: Innovative Solutions 3) via secure web: [quickbooksworkshop.com](http://quickbooksworkshop.com)



1210 South 10<sup>th</sup> Street.  
Sheboygan WI 53081

Enclosed is Spring info.  
Watch for the Fall 2017 workshops at:  
**QuickbooksWorkshop.com**



## QuickBooksWorkshop.com

May 18, 2017 & June 8, 2017

Instructor is experienced CPA & QB ProAdvisor

*Seating is limited*