

Simplify your accounting – go to

QuickBooks® Workshop.com

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

QuickBooks® Workshop II , June 7, 2017 8:30 - 4:30 p.m.(lunch on your own)

Fast-paced and informative training.

Workshop Co-Trainers: Joan M. Brackman CPA MBA & Fay Uraynar CPA, MBA.



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)

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

Now
offered in
Waukesha!

REGISTRATION ✂

- ☐ Yes, register me for both classes, *QuickBooks® Training I and QuickBooks® Training II* for \$370/person. (\$28 discount before April 28th)
- ☐ Yes, register me for, **May 4, 2017** *QuickBooks® Training I* Workshop for \$199 /person before April 28th or \$219 thereafter.
- ☐ Yes, register me for the **June 7, 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: _____ 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

Waukesha



QuickBooksWorkshop.com

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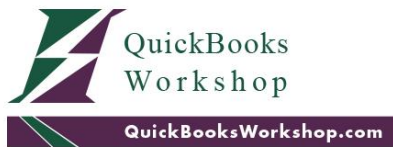
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Payment Options:

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



Enclosed is Spring info.

Watch for the Fall 2017 workshops at:

QuickbooksWorkshop.com



QuickbooksWorkshop.com

May 4, 2017 & June 7, 2017

Instructor is experienced CPA & QB ProAdvisor

Seating is limited