

# Simplify your biz accounting with



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.**



QB ProAdvisor  
1999 - 2016

## 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 Drive, Sheboygan WI 53081  
**Learning Resources Building, Computer Lab 5001**, lower level, left at entrance

### 4 ways to register:

- Call: (920) 457-8007 or (800) 270-7373
- Register/Contact Us Page at [quickbooksworkshop.com](http://quickbooksworkshop.com)
- Fax this completed registration to (920) 457-8177
- Mail to: Innovative Solutions for Business LLC  
1210 S. 10<sup>th</sup> St.  
Sheboygan, WI 53081

Class  
size

15-24

## REGISTRATION ✂

- Yes, register me for both classes, *QuickBooks® Training I and QuickBooks® Training II* for \$370/person. (\$28 discount before May 12)
- Yes, register me for, **May 18, 2017 QuickBooks® Training I** Workshop for \$199/person before May 12 or \$219 thereafter.
- Yes, register me for the, **June 8, 2017 QuickBooks® Training II** Workshop for \$199/person before June 2 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:

- OnLine     Windows Desktop     Mac Desktop



SHEB

## QuickBooksWorkshop.com

To pay by credit card complete the following:  VISA       MASTERCARD       PAYPAL

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Mail or Fax to: Innovative Solutions, 1210 S. 10<sup>th</sup> St Sheboygan, WI, 53081 Fax (920) 457-8177

Payment Options:

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



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

### **Register Early!**

Workshop dates: **May 18, 2017 & June 8, 2017**  
Instructor is experienced CPA & QB ProAdvisor  
*Seating is limited*

info@intosolutions.com  
920.457.8007  
800.270.7373



