

QUICKBOOKS SEMINARS

BEGINNING QUICKBOOKS™

This class is for those who are new to QuickBooks. We will cover:

- Getting Started
- Setting up QuickBooks
- Working with Lists
- Working with Bank Accounts
- Entering Bills
- Writing Checks
- Making Deposits

INTERMEDIATE QUICKBOOKS™

This class is for those who have already taken the Beginning QuickBooks class or for those who have experience using QuickBooks and would like to learn more. We will cover:

- Entering Sales Information
- Receiving Payments and Making Deposits
- Paying Bills
- Using Other Accounts in QuickBooks
- Analyzing Financial Data
- Tracking and Paying Sales Tax
- Setting Up Payroll
- Payroll Taxes
- Estimating and Progress Invoicing
- Tracking Time
- Customizing Forms
- Inventory and More!

Beginning QuickBooks Class	\$150
Intermediate QuickBooks Class	\$300
Sign up for Both Classes and save \$100!	\$350



Please call 509-494-8500 to register.

Discounts available for companies who send multiple attendees.