

QuickBooks Classes

QuickBooks Pro is one of the most widely used small business accounting software on the market. Don't fight it. Use it.

Attendees **MUST** have PC with QuickBooks Pro or Premier for 2007 or later already installed. Sorry, no Macs.



SATURDAY – February 6, 2010

9:00am – 4:00pm

Setup & Data Entry

\$60.00

Whether you are new to QuickBooks or not sure if your QuickBooks are setup properly, this is the class for you! Intuit Certified Advanced QuickBooks ProAdvisor, Christa Peterson will introduce you to a thorough set-up of a company file.

This class does not include Point of Sale, Payroll, or Online Banking

In the Setup and Data Entry class you will receive hands-on training on:

- Understanding the Importance of Setup and How QuickBooks Works
- How to Create a Company File and Set Preferences
- How to Properly Set Up Lists (Chart of Accounts, Customers, Vendors, Items, and Classes)
- How to Enter Information on Forms
- How to Reconcile Accounts

WEDNESDAY – February 10, 2010

5:30pm – 8:30pm

Reports & More...

\$35.00

So you know how to effectively enter your data in QuickBooks in order to run a profit and loss report. Now it's time to see what more QuickBooks can do to make your business run more efficiently and help you make better business decisions!!

In the Forms & More class you will receive hands-on training on:

- How to Use Fixed Asset Items to Track Assets (equipment, buildings, land, vehicles, etc.)
- How to Use Loan Manager to Track Loans (calculate principle and interest and more)
- How to Customize QuickBooks Forms
- How to Customize Reports to Analyze Financial Data

Don't miss out on these valuable classes!
Call Today to Reserve Your Seat: 530-823-4703

Take both classes for \$85.00 and save \$10.00

Payable in advance by mail. Non-Refundable. No Walk-Ins

Classes held at:
 Sierra Economic Development Corporation Training Room
 560 Wall Street, Suite F., Auburn, CA 95603