

GAIN QUICKBOOKS EXPERTISE IN ONE DAY!

UPDATE YOUR JOB SKILLS IN A DRAMATIC WAY!

ATTEND OUR ***QUICKBOOKS SEMINAR*** TO BECOME PROFICIENT IN USING QUICKBOOKS AS A BOOKKEEPER OR SMALL BUSINESS OWNER.

Taught by: Jake Hanes, *Certified QuickBooks ProAdvisor* since 2002 and an Accountant of 15 years

<u>Topics Covered:</u>	Accounts	Bills and Payments	Sales
	Reports	Bad Debt write-offs	Job Estimates
	Users	Security Features	Reconciliations
	Bank	Excise and Sales Tax	Preferences
	Loans	Fixed Asset Setups	Invoicing
	Items	Credit Card Processing	Profit and Loss
	Mileage	Deposits and Refunds	Centers in QB
	Journals	Remote Access	Custom Letters
	Classes	Creating Custom Reports	Notes and Reminders
	Budgets	SPEED UP Collections	Time Saving Tools

SEMINAR DETAILS

PLACE:	TAXLADIES OFFICE
DATE:	Wednesday, APRIL 21st, 2010
TIME:	8:30am until 4:00pm
COST:	\$220.00 1st person, \$100 each Add'l person
LUNCH:	<i>FREE LUNCH!!</i> (Subway sandwiches)

**** Improve Job Skills. **Get More Accurate Financial Statements. **Solve your QB problems. **Ask the ProAdvisor ANYTHING you don't understand. **Save TAX dollars by getting Accurate Bookkeeping. **Educate your Staff and Yourself. **Save Time by Knowing what you are Doing. **Pay Only the Taxes you Actually Owe. **Don't bounce as many checks!**

Reserve Your Seat, Sign Up TODAY?

Seating is limited to space and seats in conference room.