



# QUICKBOOKS 2015 TRAINING

## Level 1 & 2

**WEDNESDAYS 1:00-4:30 PM**

SESSION	DATE	TOPICS COVERED	FULL COURSE	LEVELS	SEMINAR PRICE
Level 1 – Session 1	2/18/2016	Introduction to QuickBooks/Setting up a Company	<b>QUICKBOOKS FULL COURSE</b>	<b>LEVEL I</b>  <b>\$199.00</b>  <b>Comprehensive Book \$125 (Covers both Level I &amp; Level 2)</b>	\$45 No book
Level I – Session 2	2/25/2016	Setting up your Customer lists, Invoices and Sales Receipts			\$45 No book
Level I – Session 3	3/3/2016	Setting up your Vendor lists, Bills & Checks			\$45 No book
Level I – Session 4	3/10/2016	Setting up and Managing your bank accounts, bank reconciliations			\$45 No book
Level I – Session 5	3/17/2016	Working with Inventory, the Item List, Sales Tax			\$45 No book
Level 2 – Session 1	3/24/2016	Working with your Balance Sheet accounts: Petty Cash, Bad Debt, Fixes Assets, Loan Manager, Budgeting	<b>\$499 Includes Book with 140 days of Trial Software To Load on Your Laptop for Class!</b>	<b>LEVEL 2</b>  <b>\$199.00</b>  <b>If you have not already purchased you will need the Comprehensive Book \$125 (Covers both Level I &amp; Level 2)</b>	\$45 No book
Level 2 – Session 2	3/31/2016	Payroll & Time Tracking			\$45 No book
Level 2 – Session 3	4/7/2016	Working with Estimates, Job Costing, Gift Certificates, Customer Statements			\$45 No book
Level 2 – Session 4	4/14/2016	Customizing Forms, Reports, Document Center			\$45 No book
Level 2 – Session 5	4/21/2016	Using Classes, Price Levels, Integration with Excel and Word, Year End Close			\$45 No book

2015 is the time of...  
“Learning to Hone your office skills with QuickBooks 2015”

**QuickBooks 2015 Comprehensive Class Levels 1 & 2 -Take one or take both!**

**Interactive Hands-on & Instructor Led Training**

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