

# MASTERING QUICKBOOKS

## A Workshop for Small Businesses

**No time to read manuals? This one-day workshop is for you!** You'll learn everything you need to use QuickBooks® right away. Not simply an overview of the software, this workshop provides you with step by step instructions for performing, using the most common QuickBooks® features.

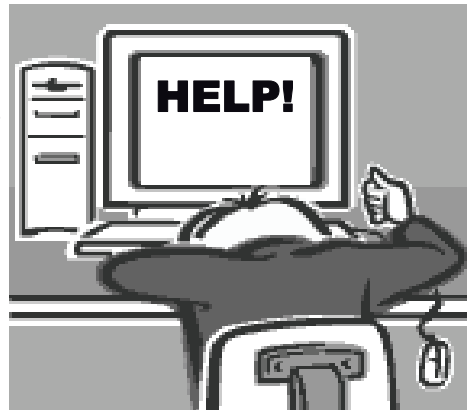
*End the Frustration...Begin to Understand*

Presented by:

**Accu-Service**

The QuickBooks® & Tax Professionals

**Call Now!  
(805) 482-3669**



### Just Some of What You Will Learn

- Introducing QuickBooks®
- Introduction to Vendors, Checks, Bills, Customers, Invoices, Sales Receipts and much more!
- Setting up loans, fixed assets and other assets and liabilities
- Reconciling Bank Accounts
- Job Costing
- Credit Cards and Petty Cash Processing
- Reports and Graphs
- Pass through Expenses
- Payroll (In-house & Outside Processing)
- Advanced Reporting
- Sales Tax
- Customizing Templates
- Inventory
- New Features
- Time Saving Techniques
- Tricky Transactions
- Maximizing QuickBooks® *efficiency for your industry*

### Seminars Currently Available:

#### **Introduction to QuickBooks Advanced QuickBooks**

**Classes are held in Camarillo  
From 9am—1pm**

Other specialized seminars available upon request

**CALL FOR DATES**

Just **\$149** per day

**Register Today!**

*100% Satisfaction Guarantee*

**(805) 482-3669**

- ⇒ No Prior Knowledge of Accounting Required
- ⇒ Step by Step Fundamentals Guide (detailed handbooks with screen shots) available for purchase at seminar