

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.

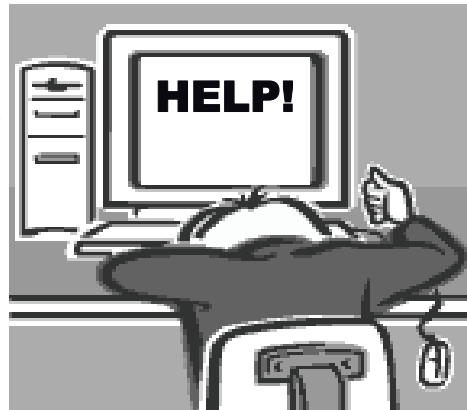
End the Frustration...Begin to Understand

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