

QUICKBOOKS® À LA CARTE

SPECIALTIES OF THE HOUSE

RETAIL DELUXE

Retailers face complexities with merchandise and special requests while performing live in front of the customer. This class delves into more depth in Inventory Management, Sales Tax Compliance and Credit Card processing within QuickBooks. Also discussing sales techniques including layaways and consignment sales. Integration tips for cash registers and other software included. QuickBooks Premier Retail Edition will be used for this class.

\$59

Thursdays

9a-12p

MANUFACTURER & WHOLESALE WRAPS

Behind the scenes, manufacturers use QuickBooks successfully everyday. This class focuses on practical topics to streamline: Order Entry, Inventory Management & Control, Raw materials to Finished Goods, Shipping & Receiving, Credit Card Processing, Managing Warehouse, Warranties & serial numbers will also be discussed. QuickBooks Premier Manufacturers & Wholesale Edition will be used for this class.

\$59

Thursdays

9a-12p

BISTROS & BOUTIQUES

Restaurants, Franchises, Convenience Stores & Boutiques have special needs that QuickBooks may not seem to fit. But as an accounting platform, it will still handle books successfully for such operations with some purposeful setup. Class topics include: Data entry from daily reports, Payroll service integration, Accounts & Custom Item Setup, Data Entry Templates and Managing Periodic Inventory. Including discussion of Tips, Lottery & other loose ends.

\$59

Thursdays

9a-12p

ACCOUNTANT & BOOKKEEPER BITES

QuickBooks include tools for accounting professionals support business owners and improve their own practice efficiency. Learn best practices for assisting QuickBooks users to produce better reporting information. Class includes: Tools designed for Clients: Exchanging Data, Adjusting Data Dos & Don'ts and Effectively Closing Periods. Also includes: Tools for the Pros: Timekeeping & Billing, Workpapers & Financial Statements, Fixed Asset Manager & Reporting tools. This class is designed for professionals supporting QuickBooks users and will discuss relevant bookkeeping and accounting procedures.

\$59

Thursdays

9a-12p

TIDBITS, TIPS & TRICKS

Whether learning to find your own errors, or cleaning up for year end, this class expands on the basics to give you insight into your numbers. Topics include: Analyzing Reports, Error Detection, Top 10 Errors & Fixes, Improving Productivity and Practical tools & Tips to make the most of your investment in QuickBooks software.

\$59

Thursdays

9a-12p

SWEET SUCCESS

Closing the Year is a vital and rewarding part of Bookkeeping. The final balances must be reported to various agencies and stakeholders. Learn tips to Verifying Balances, Make Accountant Adjustments, Process 1099s & W2s and Secure your final balances.

\$59

Thursdays

9a-12p

TO TOP IT OFF

QUICKBOOKS® À LA CARTE

TRAINING TO SUIT YOUR APPETITE

For too long, a limited training menu has been your only choice. Our past guests tell us they are ready for more than prepackaged classes.



We know time away from work is precious, but we all need to refuel. We have prepared QuickBooks® ala carte to be bite-sized just for you.



We hope you take the time to nourish your business, meet the other guests and savor your experience.



Reserve your seat for your choice of classes by contacting your training host or visit QuickBooksalaCarte.com

If you don't see your favorite, please speak to your server.

All QuickBooks® A la Carte classes include handout materials for you to take home. We gladly accept your good check, Visa, MasterCard & Discover to reserve your seat

QUICKBOOKS® À LA CARTE

APPETIZERS

ASSORTED APPETIZERS

A Variety of tools to wake up your QuickBooks. New & Seasoned users will find these tips useful. Topics include: Creating Custom Reports, Integration & Efficiency with reports, Memorizing Transactions & Templates, Mail Merge documents, letters & labels, Branding Forms with color, design and logos, Setting Reminders & Using the To Do List, Importing & Exporting data and Making the most of Custom Fields.

\$59

Thursdays
9a-12p

SIMMERING SETUP

QuickBooks is Accounting Software. Learn to setup the necessary program components and lay the foundation for your success. Setup instructions for: Accounts, Loans, Inventory, Services, Departments, Projects, Vendors and Customers. Class also includes accounting basics and details for transferring data from another accounting system or from manual bookkeeping.

\$59

Thursdays
9a-12p

PAYROLL PLATTER

Processing payroll in-house can be overwhelming, but QuickBooks makes it easy when setup correctly. Learn how to properly setup the payroll system and maintain employee records. Procedures for creating paychecks and managing payroll tax deadlines & filings. Tips include garnishments, employee advances, expense reimbursements and making payments online.

\$59

Thursdays
9a-12p

SIMPLE STARTERS

Designed for the new (or new to the computer) business owner or bookkeeper, Simple Start focuses on the basics all businesses need. Topics include: Intro to Financial Management, Essential Tasks, Reports and Practical Tips to help you keep your books. For users of QuickBooks Simple Start® Software.

\$59

Thursdays
9a-12p

THE MEAT & POTATOES

DAILY SPECIAL - # 1

QuickBooks® Essentials - A great resource for using QuickBooks on a daily basis. Core bookkeeping functions are taught to help you capture your business' vital financial data while getting your job done. Class topics include: Accounting primer, Getting started, Navigating QuickBooks, Managing Lists, Working with Bank Accounts, Other accounts in QuickBooks, Recording Sales, Receiving payments, Making deposits and Entering & Paying Bills.

\$99

2 Thursdays
8:30a-12p

1st + 2nd
week each month

DAILY SPECIAL - # 2

QuickBooks® Essentials - The most popular specialty features packed into one class. Great for an overview of what the program can do or to take your QuickBooks accounting to the next level. Topics include: Payroll processing, Time Tracking, Managing Sales Tax, Analyzing data & Custom reports, Inventory, Estimates & Progress Invoicing, Customizing QuickBooks and Microsoft® Integration tools.

\$99

2 Thursdays
8:30a-12p

All QuickBooks® A la Carte classes include handout materials for you to take home. We gladly accept your good check, Visa, MasterCard & Discover to reserve your seat

QUICKBOOKS® À LA CARTE

DAILY SPECIAL #3 - QUICKBOOKS® POINT OF SALE

A feast of information on the QuickBooks® Point of Sale system. Learn how to use and maintain this software from the ground up. Class includes: Setting up a new company including: departments, vendors & customers, Entering new merchandise, Creating Purchase Orders, Receiving Vouchers, Sales Receipts, Handling returns, Creating layaways, Running and customizing reports. Class uses only "QuickBooks® Point of Sale" software - use of QuickBooks® Financial Management software is not required.

\$99

2 Thursdays
8:30a-12p

SPECIALTIES OF THE HOUSE

CONTRACTOR COMBO

Construction and specialty trades work hard to bid & predict profits for their projects. This class focuses on the Job-costing tools in QuickBooks to help analyze, project and manage your operations. Class topics include: Estimating Tips & Progress Invoicing, Work in Process, Cost allocations for Labor, Materials, & Overhead, Customer Deposits, Retainage, Managing Loan Draws and Customizing Project Reports.

\$59

Thursdays
9a-12p

NON-PROFIT NOSH

Charitable Organizations do so much good with so few resources that managing them is paramount to their survival. This class focuses on practical planning, analysis and compliance tools every non-profit will appreciate. Class session includes: Budgeting & Reporting, Program Revenue/Expense Tracking, Grant Reporting, Donation Receipts and Annual Giving Statements. A practical guide to translating business & QuickBooks terminology for Non-Profit use is included.

\$59

Thursdays
9a-12p

PROPERTY MANAGEMENT MUNCHIES

Managing rentals or facilities can be frustrating due to the detail required for each unit and turnover keeps the past alive. This class gives practical tips for organizing your QuickBooks Structure for maximum control, automation and follow through. Class topics include: Managing current and prior tenants, Class Tracking? Statement Charges, Asset & Loan Management, Memorized Transactions, Managing Client Deposits, and Custom Reports by Property. Great for Landlords, Flippers, Storage or Warehouse managers and Investors.

\$59

Thursdays
9a-12p

PRO-LUNCH SPECIAL

The Professional Business person's special. Get what you need quickly, tastefully and deductibly! Class topics include: Billing for Time, Managing Retainers, Trust Accounts, Statement Charges & Billing Techniques, Designing Professional Invoices, Billing by professional (employees & subcontractors), Reporting by Partner, Pricing by client and tips for Integrating with other software titles. Class designed for Architects, Attorneys, Consultants, Engineers and other Professional service providers.

\$59

Thursdays
9a-12p

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