

How to Use QuickBooks®

Discover the most effective and efficient ways to improve data accuracy and reduce financial frustrations

Enroll Today!



Call

1-904-824-9133



Online

www.philipseely.com



eMail

me@philipseely.com

QuickBooks is today's most popular business accounting software program. This seminar will help you get up to speed on QuickBooks fast — and keep your business in the black! With this power-packed training, learn how to:

- Generate professional invoices, purchase orders, receipts and more
- Produce detailed financial reports to track your company's progress
- Keep close tabs on all your accounts payables and receivables
- Organize, file and store your company's financial information
- Master shortcuts for navigating through QuickBooks' menus, features and functions
- Save money by keeping track of every dollar that comes in and goes out of your business
- And much, much more! (see pages 4-5 for details)

Great training for all industries, including:

- Small businesses
- Construction
- Churches
- Real Estate
- Contractors
- And More!

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Accurate accounting procedures are the foundation of *every* successful business

You've probably already discovered managing a successful, profitable and growth-oriented business requires razor-sharp accounting practices. No matter how large or small your organization, you won't get ahead with sloppy, inaccurate, inadequate accounting — and you could land in hot water with clients, vendors and even the IRS.

Whether you run a sole proprietary business out of your home, earn extra income from part-time work or are at the helm of a larger and more complex operation (i.e. retail, contracting, manufacturing, non-profits, wholesalers, etc.), accurate accounting is the key to keeping your business organized, on track and in the black.

QuickBooks is like having your own personal accountant down the hall.

QuickBooks is one of today's business accounting lifesavers. This simple-to-use software can help you manage your inventory, track the costs of your business, generate professional invoices and purchase orders, stay on top of accounts payables and receivables and ensure your yearly tax preparation is accurate, timely and frustration-free.

In short, QuickBooks is like having your own trusted business accountant with you every step of the way!

Discover the power of QuickBooks in just one day of focused, information-packed training.

Sure, you could trudge through QuickBooks manuals, slog through tutorials or just wing it and figure it out as you go. But why bother when you'll learn the things you need to know in this comprehensive seminar? We guarantee by the end of your day, you'll be able to set up QuickBooks and get a grip on all your financial data for the benefit of your business.

In this seminar, you'll become familiar with QuickBooks' many features, tools and menus, explore the easiest, most efficient ways to put QuickBooks to work for you and drill down into more advanced functions. You'll be surprised at how swiftly you'll gain the knowledge and confidence you need to take advantage of this powerful program!



Learn in a friendly, supportive atmosphere surrounded by your peers.

When you attend this program, you'll be spending the day with other accounting, bookkeeping and financial professionals who share the same questions, concerns and frustrations you do. With everyone on the same page, your day will fly by and you'll gain dozens of time-saving shortcuts, clever strategies and need-to-know techniques.

Best of all, your instructor is a QuickBooks pro! At Fred Pryor Seminars, we believe in hiring trainers who are subject matter experts, as well as top-notch communicators. Well-versed in the latest adult teaching methods, they are adept at presenting complex information in a way that is simple, interesting, motivating and enjoyable.

Our proven computerless training method makes every moment count.

You can learn more in less time with our dynamic computerless hands-off teaching approach. You'll be able to concentrate and learn without being slowed down by keyboarding or having to wait for the entire group to catch up. (And doesn't a day away from the computer screen sound great?) Every key point and significant operation will be displayed on a large, viewer-friendly screen. Once you've returned to the office, you can try everything you've learned at your own speed and convenience with the techniques summarized in your complimentary workbook.

If you've only scratched the surface of QuickBooks' many features and functions, if you are frustrated because you can't do more with QuickBooks or if you've recently decided to make the transition from manual or Excel® accounting to QuickBooks, this program was tailor-made for you!

COURSE AGENDA

Program hours: 9:00 a.m. to 4:00 p.m.

QuickBooks basics to get you up and running with confidence

- Choose the method for accessing QuickBooks features to best suit how you use your computer
- Use the Easy-Step Interview to get your company financials started
- Learn to customize built-in lists (customer lists, vendor lists and your item list) to suit your company's specific needs
- Understand QuickBooks workflows to ensure related transactions are entered correctly

Your Chart of Accounts: Spend time setting it up now, and you'll save time in the future

- Learn how to set up your chart of accounts so your reports are accurate
- Discover how QuickBooks sorts accounts
- Assess how your chart of accounts can save your accountant time and save you money!
- Identify when to use subaccounts to get an even more accurate picture of where your money goes
- Learn to merge accounts when you have several that need to be integrated
- Discover how to clean up accounts so they are efficient and professional

QuickBooks Tracking: built-in features to easily run highly detailed reports

- Learn to accurately track and/or bill for the cost of mileage
- Find out how QuickBooks can help you track your time and make billing easier
- Discover how jobs, classes and customers are related and which tracking systems will work best for you
- Use classes to track trends and performance within your business
- Track invoices by customer only or by customer and job
- Utilize the Inventory tracking feature to keep track of everything you buy and sell

Save time, save money and simplify your accounting practices!

Payables and Receivables: keeping track of your income and expenditures

- Create professional-looking invoices in a snap
- Print invoices via the Invoice Printer
- Save time and money by sending invoices via email
- Void, delete and correct errors on invoices
- Record payments and generate receipts
- Identify the differences between manual and online recording
- Pay and record bills; write, print and mail checks

Save hours of time with QuickBooks' many customizable report options

- Navigate through QuickBooks' various report categories
- Customize reports so they provide the information you want, presented the way you want it
- Gain easy access to additional reports online
- Print reports as documents
- Create reports as PDF files to email to other users
- Use QuickBooks reports to display a "snapshot" of the financial health of your company
- Export reports to Excel® to add stellar graphs and charts
- Learn to utilize Quickbooks to help make money-making decisions

Appendix

- Balancing your accounts against your bank's records using QuickBooks' Reconcile feature
- Using the Backup Options and Backup Wizard
- Restoring your QuickBooks data after a computer malfunction or accident
- Using the Audit Trail Report when your accounts don't balance properly

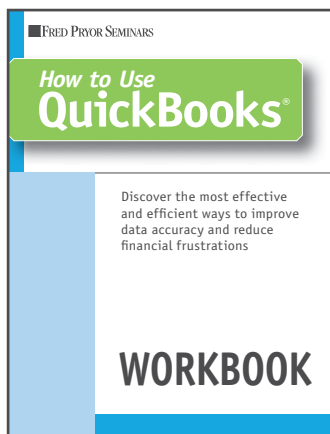
All of our seminars are 100% SATISFACTION GUARANTEED!

We are confident you'll be able to fully utilize QuickBooks after attending this powerful training program. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free!*

Here are just a few of the benefits you'll enjoy once you've attended *How to Use QuickBooks*

- **Spend your time where it counts.** As soon as you're up and running with QuickBooks, you will be able to spend more of your valuable time actually *running* your business and less time on tedious manual accounting procedures.
- **Gain a long-term accounting solution.** QuickBooks is designed to grow with your business. It's the perfect accounting software solution for organizations looking to get to the next level.
- **Tailor QuickBooks to the unique needs of your business.** QuickBooks is adaptable, customizable and integrates easily with other business applications, including online banking systems, Excel and Microsoft® Word.
- **Simplify and streamline your accounting procedures.** With QuickBooks, you'll improve accuracy, diminish mistakes and accounting errors and gain a more complete financial portrait of your organization. Filing taxes, creating financial reports and keeping track of payables and receivables has never been easier!
- **Save money!** By using built-in features such as jobs or classes, QuickBooks will actually save you money by showing you exactly where every dollar goes in and out of your business.

An information-filled workbook is yours to keep!



This comprehensive manual is jam-packed with tips, tools, shortcuts and techniques to help you get the most out of QuickBooks. All your reference materials are collected in one handy take-home workbook that simplifies note taking with sample QuickBooks documents, how-to sections, extra information and much more. This workbook will become an invaluable desk reference you'll consult time and time again!

This course was designed for:

- Sole proprietors
- Part-time business owners
- Operators of smaller service businesses
- Freelancers and contract workers
- Business owners transitioning from manual accounting to a dedicated software accounting system
- Those new to QuickBooks or looking to utilize its capabilities more fully

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