

Learning QuickBooks® Step-by-Step Seminars

No time to read QuickBooks[®] manuals? These seminars are for you! Not simply overviews of the software, these workshops provide you with step-by-step instructions.

In the morning seminar, **QuickBooks[®] Fundamentals**, you can learn the essentials of using QuickBooks[®].

In the afternoon seminar, **QuickBooks[®] Intermediate**, you can learn to use additional features.

Presented by:
Byron E. Van Dyke, CPA
6555 Willow Springs Road, Suite 8
Countryside, Illinois 60525

www.vandykecpa.com
email address – bud@vandykecpa.com

QuickBooks[®] Fundamentals

- § Managing Revenues
- § Managing Expenses
- § Managing Lists
- § Bank Reconciliation
- § Reports

QuickBooks[®] Fundamentals
January 18, 2006
8:30 to 12:00



Seminar Location: Countryside, IL
William Tell Holiday Inn

Just **\$95.00** for each seminar
Price includes step-by-step manual
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January 4, 2006

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QuickBooks[®] Intermediate

- § Payroll Setup
- § Payroll Processing
- § Inventory
- § Sales Tax
- § Year-end Procedures

QuickBooks[®] Intermediate
January 18, 2006
1:00 to 4:30

- P** No Prior Knowledge of Accounting Needed
- P** Your Attendance Includes One 20 Minute Telephone Support Call
- P** Ensure the Accuracy of Your QuickBooks Reports