

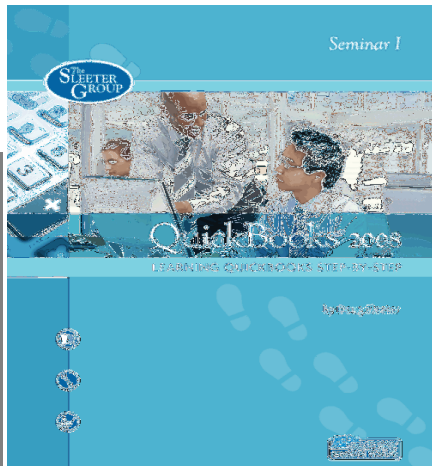
Learn QuickBooks® Step-by-Step

Need a kick start to learn QuickBooks? This course is for you. For the third year in a row Scott Middleton, CPA will lead participants through the “must knows” of running QuickBooks for small to medium sized enterprises. In addition to receiving a FREE detailed QuickBooks software guide, you will also receive a 20 minute support call from one of the experienced staff at Middleton Accounting.



“After having some familiarity with QuickBooks, this seminar was extremely beneficial. Scott made a dry topic fun & informative!”

2008 Attendee



Seminar I Topics Include

Due to time constraints not all topics may be covered.

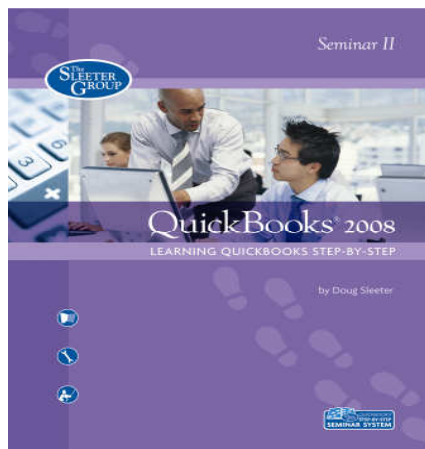
- Introducing QuickBooks
- Accounting Behind the Scenes
- QuickBooks Date Files
- Customers
- Tracking Sales
- Sales Receipts
- Invoices
- Credit Memos
- Class Tracking
- Job Costing
- Vendors
- Bills
- Petty Cash
- Credit Cards
- Bank Reconciliations
- File Set Up
- The Chart of Accounts
- Setting the Closing Date
- Backing Up
- Users & Passwords
- Preferences
- Customizing Menus & Windows
- Modifying Templates
- Reports & Graphs
- Cash Vs. Accrual

100% Money Back Guarantee

Unleash the Full Potential of QuickBooks!

“I feel that it is very helpful that an accountant/CPA is teaching the course; rather than just a computer trained person. It makes the course much more practical”

2008 Attendee



Seminar II Topics Include

Due to time constraints not all topics may be covered.

- Inventory
- Purchase Orders
- Sales Tax
- Billable Expenses
- Time Tracking
- Payroll & Employees
- Payroll Liabilities
- Sales Rep Commissions
- Estimates
- Progress Invoicing
- Sales Orders & Back Orders
- Budgets
- 1099's
- General Journal Entries
- Memorized Transactions
- Closing the Accounting Period

This two day seminar will be held at the **Montrose Pavilion** in Montrose, Colorado on **October 26th and 27th 2009**. Registration begins at 7:30 am and the seminar ends at 4:30 pm. Catered lunch provided. Cost is **\$199.00 per seminar or \$385.00 for both**.

5% discount available for registrations received on or before October 5, 2009.
Register early as classes fill up quickly.

Click here for registration and fax the completed form to 970-626-5800
or call 970-626-3850