

Take A QuickLook at QuickBooks

Never used QuickBooks before? No problem. Using QuickBooks and still have questions?

WE ARE HERE TO HELP!

Our expert QuickBooks Pro Advisor will teach you what it takes to get you up and running. From setting your company to managing your chart of accounts.

This workshop will cover accounting basics and beyond such as:

-  Creating a Company
-  Reviewing the chart of accounts
-  Working with Customers & Estimates
-  Reconciling a credit card statement
-  Enter new items & price levels
-  Receiving payments & making deposits
-  Entering a paying bills
-  Analyzing financial data
-  Printing reports
-  Setting up inventory
-  Tracking & paying sales tax
-  Payroll
-  Cost Tracking **AND** more...



QUICKLOOK
ACCOUNTING SERVICES

**Limited
Space!!**

DATE + LOCATION

**FRIDAY, JANUARY 5, 2018
9:00 AM—4:00 PM**

ITS TRAINING INSTITUTE

17300 River Ridge Blvd Suite 201-1
WOODBIDGE, VA 22191

FEES + MORE INFO

\$149 PER PERSON

*Cash or Check Only

Computer provided w/QuickBooks ready!

Call 571.366.4595

Or email

info@itstraininginstitute.com

To attend

