

# QUICKBOOKS® FINANCIAL SOFTWARE SEMINAR – *2010 Registration Form*

## SEMINARS OFFERED:

### Introduction to QuickBooks®

Tuesday, September 28, 2010, 8:30 – 10:30 am (registration 8:15 am)

- Navigate easily through QuickBooks®
- Set up users and passwords
- Create and customize reports

### Accounts Receivable

Thursday, September 30, 2010, 8:30 – 11:00 am (registration 8:15 am)

- Create invoices and receive payments
- Manage customer accounts
- Issue credits and refunds

### Accounts Payable and Banking

Tuesday, October 5, 2010, 8:30 – 11:00 am (registration 8:15 am)

- Enter and pay bills
- Reconcile bank and credit card accounts
- Pay sales tax and set up 1099 vendors

### QuickBooks® Payroll

Thursday, October 7, 2010, 8:30 – 11:00 am (registration 8:15 am)

- Set up employees and payroll items
- Issue paychecks
- Pay payroll liabilities

Location: **TROUT, EBERSOLE & GROFF** ~ 1705 Oregon Pike, Lancaster, PA 17601

Seminars are presentation-style only ~ Light snacks will be served

## Mail this registration form & your check to:

Trout, Ebersole & Groff, LLP  
Attn: QuickBooks Seminar Registration  
1705 Oregon Pike, Lancaster, PA 17601  
Or Fax Registration Form to: 717-569-0141

## Have a question?

Email: [info@troutcpa.com](mailto:info@troutcpa.com)  
Phone: 717-569-2900 or 800-448-1384

NAME: \_\_\_\_\_ AMOUNT ENCLOSED: \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SEMINARS	COST BEFORE 9/20/10	COST AFTER 9/20/10	# ORDERED
Seminar Package Plus Workbook <i>(Package includes all four classes below and reference book)</i>	\$320 per person per pkg.	\$350 per person per pkg.	_____
Introduction to QuickBooks®	\$60 per person per class	\$65 per person per class	_____
Accounts Receivable	\$85 per person per class	\$90 per person per class	_____
Accounts Payable & Banking	\$85 per person per class	\$90 per person per class	_____
QuickBooks® Payroll	\$85 per person per class	\$90 per person per class	_____
QuickBooks® Reference Book	\$25 per book	\$27 per book	_____

*(Reference book not included with individual classes)*