



# QUICKBOOKS TRAINING

THE COURSE WILL COVER BUT NOT LIMITED TO THE FOLLOWING TOPICS WITH PLENTY OF TIME FOR Q&A.

## BEGINNER/INTERMEDIATE

- How to set-up a company file
- Creating customer, jobs, vendors
- Understanding the chart of accounts
- Company and personal preference
- Creating customized invoices
- Basic Payroll set-up
- Bank Reconciliation
- Inventory
- Running reports
- Accounting basics

## ADVANCED

- Advanced customization of customers and vendors
- Price levels
- Job costing
- Advanced payroll - certified payroll
- Advanced inventory
- Shortcut keys!

**MARCH 19TH - 8:30AM- 3:30PM**

**TULARE AND KINGS COUNTIES BUILDERS EXCHANGE  
827 W CENTER, VISALIA, CA 93291**

THIS COURSE COVERS QUICKBOOKS DESKTOP PRO AND PREMIER - NOT ENTERPRISE AND NOT ONLINE.



**BRING YOUR COMPUTER! LUNCH WILL BE PROVIDED.**

**ABSOLUTEHR**  
Human Resources and Consulting Services



# Training Registration Form

Training Title: **QUICKBOOKS TRAINING**

Training Date/Time: **MARCH 19, 2020 @ 8:30 A.M.**

- Member Cost (\$150.00 per person/per class)
- Non-Member Cost (\$300.00 per person/per class)

Companies Name: \_\_\_\_\_

1st Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

2nd Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

3rd Attendee Name: \_\_\_\_\_ Email: \_\_\_\_\_

Companies Address: \_\_\_\_\_

Companies Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

How did you hear about this training? \_\_\_\_\_

## Payment Options:

Cash       Check       Visa/American Express/Master Card

- Make Checks Payable to: Tulare & Kings Counties Builders Exchange
- Visa/American Express/Master Card  
(Circle One)

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ Vcode: \_\_\_\_\_ Zip Code : \_\_\_\_\_

*Notice: The Tulare & Kings Counties Builders Exchange maintains a 48-hour cancellation policy. No-shows will be charged the full seminar fee.*

Remit To: Tulare & Kings Counties Builders Exchange, P.O. Box 667, Visalia CA 93279  
Email: [tlewis@tkcbe.com](mailto:tlewis@tkcbe.com) OR Fax Registration to: (559) 732-7568