



## CWBSolutions

### Upcoming QuickBooks Classes

Date	Class	Level	Description
12/7/11	Getting Started with QuickBooks Learn From the Experts	Intermediate	New company setup, software navigation, customers & vendor setup, customer payments, pay bills, deposits, bank reconciliation
01/11/12	Payroll	Intermediate	Properly setting up Payroll Items, setup employees, time tracking, pay employees, pay tax liabilities
02/08/12	Using Sales Tax in QuickBooks	Intermediate	Set up, adjust, pay and report sales taxes in QB
03/07/12	Online Banking in QuickBooks	Intermediate	Using QB online banking to save time and streamline data entry, learn vendor and customer naming techniques.
05/09/12	Getting Started with QuickBooks Learn From the Experts	Beginner	New company setup, software navigation, customers & vendor setup, customer payments, pay bills, deposits, bank reconciliation
06/13/12	Inventory	Advanced	Inventory Setup & tracking, Create multiple inv sites in QB, Serial & lot # tracking, Assemblies, FIFO costing method
07/11/12	QuickBooks in the Cloud & Other Mobile Solutions	Intermediate	Showcase var online options for QB files anytime anywhere access, Syncing data created online or on mobile devices with your QB file, taking credit card payments in the field
08/08/12	Getting Started with QuickBooks Learn From the Experts	Beginner	New company setup, software navigation, customers & vendor setup, customer payments, pay bills, deposits, bank reconciliation
09/12/12	Getting the Most Out of Your QuickBooks Reports	Intermediate	Learn how to get the information & reports needed for your business, setup Report Groups for recurring reporting, Export reports to Excel for add'l flexibility
10/10/12	Job Costing & Job Profitability Reporting	Advanced	Setting up preferences & items, working with estimates, setting up payroll correctly for use in job costing, reports available for job costing
11/14/12	Getting Started with QuickBooks Learn From the Experts	Beginner	New company setup, software navigation, customers & vendor setup, customer payments, pay bills, deposits, bank reconciliation
12/12/12	QuickBooks Statement Writer	Advanced	Create common reports, using report designer, add new rows & columns w/ Qb data, customize headers & footers, combine financials from multiple QB files

(Please check our website for any additional classes or schedule changes)

**All Classes will be held on Wednesdays – Seating is Limited**

**Where:** CWB Office

**Time:** 9:00 am – 11:00 am

**Cost:** \$75 per person

**RSVP to:** [quickbooks@cannonwrightblount.com](mailto:quickbooks@cannonwrightblount.com)

**RSVP deadline:** Friday before each class date

*Attendees may bring their laptops with their QuickBooks files, as specific questions will be addressed as time is permitting.*