

REGISTRATION

Name _____

Business _____

Address _____

City _____ Zip Code _____

Business Phone: _____

Cell Phone: _____

Email _____

Please sign me up for the following class(es):

Summer Class

QuickBooks Online Class
Wednesday, June 14, 2017

| Early Bird Fee | Fee |
|----------------|-------|
| \$180 | \$205 |

**Discount available if more than 1 from the same company is attending or for those coming together
***10% off 2nd & subsequent persons.

Let us Introduce Ourselves!

For almost ten years Fortune Accounting has been honored to serve the businesses of Lima and it's surrounding communities. We are dedicated to working together with individuals who are risk takers and yearning to become entrepreneurs. We provide information to help organize businesses and their ventures. We, at Fortune Accounting, are committed to small business management, offering bookkeeping, accounting, tax preparation and business consulting services.

Contact us at
419-516-4435 Fax: 419-371-2226
or on the web at www.fortuneaccounting.com



1825 Allentown Rd.
Lima, OH 45804



We are in business to help you stay in business

QuickBooks Online Training Classes



SUMMER CLASS:

Wednesday June 14, 2017 9:00am - 5:00pm

Location of Class: Wingate by Wyndham
175 W Market
Lima, OH 45801

Classes are limited. Please reserve your seat today. We have a large number of interested applicants. As classes fill up we will try to accommodate with additional dates .

**Learn the features of your QuickBooks online subscription, Identify steps to import data into QBs Online, Recognize the steps to set up and modify lists and users, Recognize the steps to manage company settings.
Identify best practices when using QBs Online.
Learn to navigate company home page, customer center, vendor center, transaction tab and Quick create.**

**Determine the appropriate sales-related settings, Recognize alternative entry points to enter sales transactions.
Determine appropriate expense-related settings, Recognize Alternate entry points to enter purchasing transactions.
Learn reporting capabilities, common report settings, browser settings and print wide reports.**

**Learn to Identify the functionality of QBs payments, Recognize the features of online invoices and Recognize the steps to use the invoicing portal.
Learn to Identify Intuit's payroll offerings that integrate with QBs Online, Identify the steps to setup QBs Online Payroll and Identify the various payroll reports in QBs Online payroll.
Learn to Recognize the benefits of Intuit approved add-on and Identify the steps to find, purchase and access QBs Online add-ons.**

Learn about the functionality of grouped reports, the report dashboard, business overview, managing accounts receivable, reviewing sales, managing accounts payable, reviewing expenses and purchases, managing payroll, managing sales tax, managing products and inventory, accountant, list reports, my custom reports, exporting reports, and sending reports.

QUICKBOOKS ONLINE TRAINING



Name _____ Business _____

Email _____

Method of payment. Check _____ Check # _____ Cash _____ Amount _____

I qualify for the following discount:

*Early Bird _____ Multiple participants _____

*Summer Early Bird Special ends Wednesday, June 7, 2017