

QuickBooks One Day Class

For Small to Medium
Businesses



January 25, 2012
10:30 a.m. - 4:30 p.m.



Instructor
Linda Forde, CPA
205.345.8440. | F 205.366.4000

Mrs. Forde is a graduate of the University of Wilmington, Delaware, receiving a bachelor of science in business management and accounting. She is the department supervisor for the client services department at JMF, which provides bookkeeping, payroll and other financial and accounting services to clients. Linda is a QuickBooks Certified ProAdvisor.



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This class will help the beginning QuickBooks user as well as the current QuickBooks user. Many topics will be covered from set-up, payroll processing and entering bills and deposits and beyond. Discussions will include modifying invoice formats to fit your needs, using jobs and classes to track expenses, recording journal entries from your accountant and how to make reports your own. A QuickBooks file will be used in this class to demonstrate techniques and answer your questions. Please feel free to bring a laptop with QuickBooks loaded on it to the class so you can work "hands-on" in your file or in a sample company file.

As a QuickBooks Certified ProAdvisor in QuickBooks Financial, Enterprise Solutions and Point of Sale, Linda can assist you with your individual questions and issues. If you would like to book some one on one time with her, contact her at the number provided. JamisonMoneyFarmer PC also has the technology in place to allow her to work with you on your internet connected computer at any time without you ever needing to leave your office.

Registration Form

Name _____

Company _____

Address _____ Zip _____

Phone _____ Email _____

\$50 per person, lunch included. \$ _____ Enclosed for _____ person(s)

Check Enclosed (Payable to: JMF) Please Charge my credit card.

FILL OUT BELOW FOR CREDIT CARD CHARGE

MasterCard Visa American Express Discover

Card Number _____

Expiration Date _____ Amount _____

Exact name as it appears on credit card _____

Daytime Phone Number _____

Authorized Signature _____

Billing address if different from above.

Address _____

City, State, Zip _____

Mail to: Client Services at JMF
P.O. Box 2347
Tuscaloosa, AL 35403