

MendoBooks.com

An Association of QuickBooks® Professionals
325-A East Redwood Street, Fort Bragg CA. 95437
707-964-0116

Current Classes & Workshops: **New! Understanding QuickBooks 2007 Series**

November 15, 2007

Morning – 9am–11 AM

Income & Expense with Sherri Cox

Afternoon – 1pm–3pm

Bank Reconciliations & Credit Cards with Rachel Miller

Optional Course Materials:

\$40 for QuickBooks Fundamentals 2007

– Learning QuickBooks Step-By-Step

Class prices:

\$30 per Morning or Afternoon Session.

\$105 for ANY four Morning or Afternoon Sessions.

\$200 for ANY eight Morning or Afternoon Sessions

Location:

MendoBooks.com

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PRE-REGISTRATION IS REQUIRED.

REGISTER EARLY, SPACE IS LIMITED TO 12 PERSONS.

CALL PATTIE AT 937-1732 TODAY TO RESERVE YOUR SPOT.

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UPCOMING

Understanding QuickBooks 2007 Series Topics:

*Third Thursday of each month
October 2007 through March 2008*

October 18, 2007

9 – 11 AM	Basic Recordkeeping	Rachel Miller
1 – 3 PM	Introduction to QuickBooks	Pattie DeMatteo

November 15, 2007

9 – 11 AM	Income & Expense	Sherri Cox
1 – 3 PM	Bank Reconciliations Credit Cards	Rachel Miller

December 20, 2007

9 - Noon	Payroll PayCycle	Pattie DeMatteo
1 – 4 PM	Year End Reporting Including W-2s, 1099s	Pattie DeMatteo

January 17, 2008

9 – 11 AM	Income & Expense	Sherri Cox
1 – 3 PM	Bank Reconciliations Credit Cards	Rachel Miller

February 21, 2008

9 – 11 AM	Financial Statements	Rachel Miller
1 – 3 PM	Use of the items list Including Inventory, Sales Tax	Pattie DeMatteo

March 20, 2008

9 – 11 AM	QuickBooks Point of Sale	Rachel Miller
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