



2277 Hunter Road, Kelowna BC, V1X 7C5  
Phone: 250- 762-6604 or 1 888 762 6604 Fax: 250- 861-8849  
website: [www.itfbc.ca](http://www.itfbc.ca) email: [info@itfbc.ca](mailto:info@itfbc.ca)



## Quickbooks Course

**DATE: TO BE ANNOUNCED**

**TIME:**

### Quickbooks Course Outline

- Set up Company File, including adding customers & vendors
- Maximize lists (jobs, vendors, tax codes, items)
- Manage customers (invoicing, A/R)
- Manage vendors (A/P, cheque writing, reports)
- Use petty cash and record credit card transactions)
- Reconcile accounts (bank, credit cards)
- Report and remit sales tax
- Search for, and edit and void transactions
- Create and use financial reports (profit/loss, balance sheets)
- Reduce repeat entries (memorize transactions)

### Payroll

- Set up employees
- Setting up payroll items
- Prepare and pay employees
- Create reports
- Viewing & remitting payroll remittances

Training will walk you through everything you need to get up and running on QuickBooks.

As we wish to give you as much one on one, class will be limited to 8 persons per class. This is a hands on course and will include a manual students take away with them. Refreshments will be served.

### FEES

Registration Fee	\$350.00
HST	42.00
<b>TOTAL</b>	<b>\$392.00</b>



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## REGISTRANT

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PAYMENT METHOD: (please check one)

VISA \_\_\_\_\_ MASTER CARD \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## TERMS & CONDITIONS

If you have a question or need assistance, please call our office @ 250-762-6604 or toll free @ 1-888-762-6604 or email us at [info@itfbc.ca](mailto:info@itfbc.ca)

**PAYMENTS ACCEPTED: Visa, Master Card, AMEX (Cheques only accepted up until 5 business days – prior to course date)**

**Cash or Debit is accepted if registration is brought into the office.**

Please complete the registration with your billing and credit card information to guarantee your seat.

Registration and credit card information may be emailed, faxed, mailed or hand delivered to office (Mon – Fri 9:00am – 4:00pm)

## CANCELLATION INFORMATION

You may cancel your registration up to 10 business days before course date less a \$25.00 administration fee.

**Please note that if you don't cancel and don't attend, you are still responsible for payment**