



## Featured Courses

**QuickBooks 2008 Lev 1**                      **May 27, 2009**  
**QuickBooks 2008 Lev 2**                      **Jun 25, 2009**

**Learn to use QuickBooks from a professional. Each of these 1 day hands on courses will be instructed by a Certified Public Accountant with over 10 yrs of experience.**

### **Have Questions? Get answers**

**(Regular price \$299.00 per person. Enroll before April 10 and save \$50)**

#### **Course Description**

##### QuickBooks 2008 Level 1

###### **Course Description**

This course is for anyone who needs to set up or maintain a company's finances. It is designed for individuals who are just starting out with QuickBooks. Participants must have Windows experience, understand how to create directories, copy files, move files and run applications. Knowledge of basic accounting or bookkeeping principles is helpful.

###### Course Topics:

**Getting Started**  
**Setting Up a Company**  
**Working with Lists**  
**Setting Up Inventory**  
**Selling Your Product**  
**Invoicing for Services**

**Processing Payments**  
**Working with Bank Accounts**  
**Entering and Paying Bills**  
**Using the EasyStep Interview**  
**Using Online Banking**  
**Sharing Files with an Accountant**

##### QuickBooks 2008 Level 2

This course will train students to Customize forms, use the other QuickBooks accounts and track credit card transactions, create and modify various types of reports, create graphs, track and pay sales tax, track payroll information, keep track of the job you are working on and generate reports for it, use QuickBooks to write various types of letters and synchronize QuickBooks with other contact management software

###### Course Topics:

**Customizing Forms**  
**Using Other QuickBooks Accounts**  
**Creating Reports**  
**Creating Graphs**  
**Tracking and Paying Sales Tax**  
**Doing Payroll with QuickBooks**

**Estimating, Time Tracking, and Job Costing**  
**Writing Letters**  
**Synchronizing with Contact Management Software**

**Contact Jared Davis at 661-833-5600 ext 209**

**or**

**email: [jdavis@diamondtechsolutions.net](mailto:jdavis@diamondtechsolutions.net)**