



Interior Tax & File

SMALL BUSINESS SERVICES INC.

245 - 1855 Kirchner Rd., Kelowna, BC V1Y 4N7
 Phone 250.762.6604 Toll Free 1.888.762.6604

QuickBooks Training

DATE _____

TIME _____

COURSE OUTLINE

- Set up company file, including adding customers and 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

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 Number | | Expiry Date |
| Name On Card | | |
| Signature | | |

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

This is a one-on-one hands-on course and will include a manual which students take with them. Refreshments will be served.

| FEES | | |
|------------------|-----------|---------------|
| Registration Fee | \$ | 350.00 |
| GST | \$ | 17.50 |
| Total | \$ | 367.50 |

TERMS & CONDITIONS

If you have a question or need assistance, please call our office @ 250-762-6604 or toll free at 1-888-762-6604 or email us at 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.

CANCELLATION INFORMATION

You may cancel your registration up to 5 business days before course date less a \$25.00 administration fee.

Please note that if you do not cancel and do not attend, you are still responsible for full payment.