

2009 QuickBooks® Training Schedule



Anthony V. Ricci, CPA

**RI's QuickBooks®
Headquarters**



1st Tuesday of Every Month		<h2 style="color: red;">Introduction to QuickBooks®</h2> <p><i>Learn how to BUILD CASH FLOW by using QuickBooks® – the RIGHT WAY</i></p> <ul style="list-style-type: none"> • The 7 common QuickBooks® mistakes we all make & how they hurt cash flow. • Need to increase profits? Five reports you must see daily. • 13 Critical decisions in setting up your company – did you miss any? • 21 Short cuts for data entry and reports that will save you hours a week • How expenses get out of control and how QuickBooks® can help. • 3 Steps in to STOP collection problems once and for all. • Follow our 5 Steps to Reconcile your Bank Statement in less than 20 minutes – <u>guaranteed.</u>
January 6 February 3 March 3 April 7 May 5 June 2	July- no class August 4 September 8 October 6 November 3 December 1	
Time: 8:30am – 12:00pm		
Presented by: Anthony V. Ricci, CPA, CFP		
Only \$97.00		
Includes Training Manual - Over 100 pages filled with screens shots and step by step instructions.		

Quarterly on Tuesdays		<h2 style="color: red;">Advanced Training for QuickBooks®</h2> <p><i>This seminar is designed for the user who needs to advance beyond the basics of bookkeeping.</i></p> <ul style="list-style-type: none"> • Learn to customize QuickBooks® to increase productivity. • Be more efficient and SAVE HOURS EACH WEEK. • How to work with Credit Card, Asset, and Liability Accounts. • Learn to simplify Accounts Receivable and Accounts Payable. • Increase your bottom line by customizing reports and graphs with pertinent data. • Plus much more! • <u>Designed for Non Profit, Contractors, Retail, Professional & Legal</u>
April 21st October 20th	July 21st December 15th	
Time: 8:30am – 3:30pm		
Presented by: Anthony V. Ricci, CPA, CFP		
Only \$197.00 Lunch included		
Includes Training Manual - Over 200 pages filled with screens shots and step by step instructions.		

Seating is Limited. Call for Reservations 401-942-6900
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