



## QUICKBOOKS® SOFTWARE SEMINAR TIPS, TRICKS AND TIME SAVERS

This seminar provides exposure to some of the power user tips and tricks available to help maximize your use of QuickBooks®. The following topics will assist you in becoming more proficient when working in QuickBooks®.

- Time Saving Features
- Modify Chart of Accounts
- Edit QuickBooks® Preferences
- Review Year End Procedures
  - Reports Customization
  - Keyboard Shortcuts
  - And More!!!

### *Make QuickBooks® Work for You!*

**Date:** Wednesday September 15, 2010

**Time:** Late Registration 8:00 a.m. - Seminar runs 8:15 to 10:15 a.m.

**Location:** Walz, Deihm, Geisenberger, Bucklen & Tennis, P.C.

2929 Lititz Pike, Lititz, PA 17543

**Cost:** \$25 - FREE for clients

Light breakfast and refreshments will be provided.

The course will be led by our own Certified QuickBooks® ProAdvisors

A basic knowledge of the QuickBooks® software is a prerequisite for this seminar



#### **Mail this registration form & your check to:**

Walz, Deihm, Geisenberger, Bucklen & Tennis P.C.

Attn: QuickBooks Seminar Registration

P.O. Box 5555, Lancaster, PA 17606

**Or Fax Registration Form to: 717-392-3080**

#### **Have a Question?**

Email: [rsvp@wdgbt.com](mailto:rsvp@wdgbt.com)

Phone: 717-392-8200

**\* Please RSVP by Sept. 7**

NAME(S): \_\_\_\_\_ AMOUNT ENCLOSED: \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_