

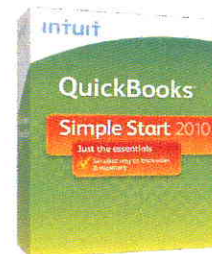


# ADVANCED QUICKBOOKS SEMINAR

**Date:**  
August 27th, 2010



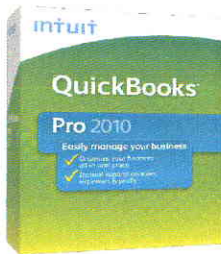
**Time:**  
9:00 A.M to 5:00 P.M.



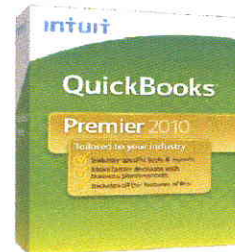
**Place:**  
R.E.J.'s Accounting and Tax Service  
13740 Dix –Toledo Road  
Southgate, MI 48195

**Cost:**\$200

## Some of the Topics:



- Customizing forms
- Creating Reports
- Importing and Exporting Reports
- Creating Graphs
- Tracking and Paying Sales Tax
- Payroll using QuickBooks
- Analyzing Payroll Data
- Estimating, Time Tracking & Job Costing
- Processing Vendor Refunds
- Handling Employee/ Owner purchases
- Correcting Errors
- Trouble Shooting



**Training Manuals  
and Lunch Provided**



RSVP BY: August 14, 2010  
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