

**Case | Sabatini Proudly Announces:**  
**QuickBooks Training – Introduction and Basic Operations**  
**QuickBooks version 2011/2012**

**Space is Limited - Reserve your Placement, Act Now!**



**Scott Wagner, CPA, QuickBooks Pro Advisor**

*Scott Wagner is a Certified Public Accountant with Case/Sabatini, CPA's. He specializes in software installation and accounting system integration services, system design and set-up, training and ongoing support for QuickBooks and Peachtree software packages. He has prior hands-on business experience as a controller and finance officer across various industries to include aviation, wholesale, manufacturing and service.*

**When: February 22, 2012**

8:00 AM to 12:00 PM - Check-in begins at 7:30

**WHERE:** Greensburg, PA, 226 S. Maple Street – conference center located on the street level in the Westmoreland Community Action building.

Coffee, tea, water and some soft drinks will be provided along with light morning snacks.

*The training will provide greater familiarity and heighten the comfort level with the usage of QuickBooks and provide insight to more efficient techniques for running your accounting system. This training program encourages people to interact and to openly discuss issues and ask questions.*

1. **COURSE OVERVIEW** – The overall objective of this course is to outline and discuss the general features and benefits of the QuickBooks Accounting software, providing you the user, a greater comfort level with QuickBooks. This is intended to be a broad-based approach, which will focus

on areas which are most used. A more detailed view of specific areas may be covered, depending upon the time available.

2. **WHO SHOULD ATTEND** – *Anyone interested in using* QuickBooks for their software of choice, those considering *converting* to QuickBooks from another package, or *current users* that would like more information on setup, general usage, features and benefits of QuickBooks.
3. **SPECIFIC TOPICS** – Installation and set-up, definitions, features, customization options, general operation (General Ledger, Accounts Receivable, Accounts Payable, Banking functions, Payroll overview, Reporting, Importing/Exporting).
4. **SPECIAL FEATURES COVERED** – Job Cost, Classes, Sub Accounts, Forms Customization, Write Checks vs. Payable Checks, Voiding vs. Deleting activity, Password Protection, Multi-user, Memorizing Transactions, Preferences, Security, Tips and Tricks.
5. **DO I NEED A COMPUTER AT TRAINING** – No, but you can bring your laptop and follow along with the sample data company. Your instructor will be using equipment along with QuickBooks to provide an easy-to-follow visual presentation of the software.
6. **COST** - \$160.00 per person

**REGISTRATION DEADLINE:** February 14, 2012

**REGISTRATION FEE:** \$160.00

**HOW DO I REGISTER:** Please visit our web-site at [www.casesabatini.com](http://www.casesabatini.com), click on the link to **QB Training** and follow the prompts to complete the registration form. If you have any questions, please call 412-881-4411 and ask for Scott Wagner, Rosemarie Estes or Debbie Starr for assistance.