

2010 Seminar Registration

March

Basics	Fri	March 26	<input type="checkbox"/>
AR/AP	Mon	March 29	<input type="checkbox"/>
Payroll	Wed	March 31	<input type="checkbox"/>

June

Basics	Fri	June 25	<input type="checkbox"/>
AR/AP	Mon	June 28	<input type="checkbox"/>
Payroll	Wed	June 30	<input type="checkbox"/>

September

Basics	Fri	Sept 24	<input type="checkbox"/>
AR/AP	Mon	Sept 27	<input type="checkbox"/>
Payroll	Wed	Sept 29	<input type="checkbox"/>

November

Basics	Fri	Nov 12	<input type="checkbox"/>
AR/AP	Mon	Nov 15	<input type="checkbox"/>
Payroll	Wed	Nov 17	<input type="checkbox"/>

Name _____

Title _____

Church/Organization _____

Address _____

City _____ Zip _____

Telephone (_____) _____

CC _____ Exp. date _____

Authorized Signature _____

Checks should be made out to Patterson Accounting

You may e-mail or fax your registration

Seminar Cost

Each Session	\$45.00
All Three Sessions	\$120.00

*Preregistration and prepayment are required
Seating is limited*

Seminar Times

- Please plan to arrive and to register between 8:30 and 9:00 a.m.
- The seminar will begin promptly at 9:00 a.m. and conclude at 12:30 p.m.

Directions

*Patterson Accounting • 3040 N. University Avenue
Decatur, Illinois 62526 • 217-877-6766*

From Interstate 72 take Exit #138 (121 Lincoln Exit) turn onto 121 (towards Decatur). First stop light is Pershing Road and University. Turn Left (north) onto University Ave.

From Route 51 on Pershing Road (also route 48 & 121) Continue West on Pershing Road until you come to University Ave stop light (Farm Bureau) Turn right (north) at University Ave-second building



QuickBooks Seminar is designed to give beginners an overview of the QuickBooks Software.

Patterson Accounting
3040 N. University
Decatur, Illinois 62526



QuickBooks Seminar

Specialists in Teaching and Supporting Software

2010



Patterson Accounting

3040 N. University
Decatur, Illinois 62526

Phone: 217-877-6766

Fax: 217-875-4647

www.pattersonaccounting.com

About The Seminar Leaders



Judy Hall is highly qualified to teach such a seminar, Judy has a Teaching Certificate from the State of Illinois and a Bachelors Degree from Millikin University in the field of mathematics. She works year round specializing in accounting for small businesses and churches.



Kathy Holt is our Power Church and QuickBooks software specialist. She consults and trains by phone, email, and in person. She also is the accountant for many churches, not-for-profit organizations, and small businesses all over the country.



Jody Luttrell is an expert in Accounts Receivable. She does Accounts Receivable for clients and trains clients and staff.

3 CPE Hours Available for Enrolled Agents per Class
“We have entered into an agreement with the Office of Professional Responsibility, Internal Revenue Service, to meet the requirements of 31 Code of Federal Regulations, section 10.6(g) covering maintenance of attendance records, retention of program outlines, qualifications of instructors, and length of class hours. The agreement does not constitute an endorsement by the Office of Professional Responsibility as to the quality of the program or its contribution to professional competence of the enrolled individual”.

QuickBooks Basics

- Setting Up your Business
- Customize For Your Business
- Recording A Sale
- Reporting An Expense
- Making Adjustments
- Bank Reconciliation
- Setting Up Loans
- Paying Yourself
- Customizing Your Reports
- Printing Financial Reports
- Printing Sales Reports
- Printing Check Register Reports

Accounts Receivable & Payable

- Setting Up Vendors
- Entering Vendors Invoices
- Paying An Invoice
- Memorizing Transactions
- Check Register
- Credit Card Transactions
- Setting Up Reports
- W-9
- 1099MISC
- Adding New Customers
- Billing Customers
- Receiving Payments
- Making Deposits
- Sending Statements To Customers
- Setting Up A Sale
- Creating Estimates
- Creating Sales Receipts

Payroll

- Setting Up Employees
- Entering Payroll
- Printing Payroll
- Payroll Reports
- Quarterly Reports
- Yearly Reports
- Unemployment Compensation
- Setting Up EFTPS
- Paying Payroll Taxes
- W-2's
- 1099's
- 941's
- I-9's
- W-4