



Prince William County QuickBooks Training

J & L Accounting Services, Inc. is your premier **Prince William County QuickBooks Training** resource and is the endorsed QBExpress QuickBooks Trainer for the region. Our knowledgeable staff understands that one size does not “fit all”; to ensure your learning objectives are met, a team member will contact you in advance to identify your specific training goals. Our QuickBooks experts will then customize materials, even in our small group seminars, guaranteed to deliver high value.

These fast paced **4-hour workshops** are designed to help you master QuickBooks in no time. We keep our class size small and personalize the experience for every attendee. Topics include, but are not limited to:

- **Introduction to QuickBooks** – Learn to move around in QuickBooks, correctly configure the software and chart of accounts, prepare company data for import, set-up users, master the Easy Step Overview, manage notes, to do lists, custom fields, etc. We also cover how to process accounts receivable and payable, establish vendor and checking preferences, enter bills, pay bills, memorize bills and far more. For a detailed syllabus call (571) 436-3763 or email jamesn@actgtax.com. Remember, our **Prince William QuickBooks ProAdvisor** will identify your training needs and customize the session based on your goals.
- **Advanced QuickBooks Training** – Learn to effectively use QuickBooks to manage Payroll items and streamline the Payroll process to save you time and money. Learn to create and memorize custom reports, batch reports, filter data, you name it! We also cover items, inventory and more. Let us know what you are hoping to learn and we will make sure we have your needs covered!!!
- **QuickBooks Online** – Learn everything mentioned above in the Introduction to QuickBooks section but relevant to the Online edition of QuickBooks, which is significantly different than the desktop version.

Please call today for a QuickBooks Training Class Schedule in Prince William County

Locations will be at the Brass Cannon Conference Room (Stonewall Golf Club) or Giuseppe’s Ristorante (Haymarket) depending on class size & availability.

CALL (571) 436-3763 NOW TO REGISTER. CLASSES FILL QUICKLY DUE TO LIMITED CLASS SIZE.
