

Hill, Barth & King LLC

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QuickBooks Courses (See Below For Details)

These are **hands on** training classes with each student having their own computer. Class size is limited to provide individual attention to each participant. Classes are taught by a HBK Certified QuickBooks® ProAdvisor who has a tax and accounting background. Call and ask about class fee and multi-class or group discounts. [Click here for dates and additional information.](#)

Peachtree Courses (See Below For Details)

These intermediate classes are **hands on** and held at the area Link-to-Learn Center. The class is being taught by a HBK Peachtree ProCare Accountant with a tax and accounting background. Please call for class fee and group discounts. [Click here for dates and additional information.](#)

If you have any additional questions, please feel free to contact us at 814-336-1512 and ask for Joanne Sperry.

Intermediate QuickBooks 2002

<u>Course</u>	<u>Date</u>	<u>Time</u>
Intermediate QuickBooks 2002	Wednesday, July 10, 2002	8:30 to 5:00
Intermediate QuickBooks 2002	Wednesday, August 14, 2002	8:30 to 5:00

Topics to be covered:

Processing Payroll:

- Setting up payroll
- Paying employees
- Paying payroll taxes
- Quarterly reports and forms
- Year-end procedures

Job Costing:

- Entering job cost information
- Tracking time
- Project reports
- Understanding the reports and determining which jobs are making money.

Report Generation and Understanding The Reports:

- Exporting reports to Excel
- Understanding the balance sheet and profit and loss statements
- Customizing forms

Latest Updates and Enhancements and Questions From The Participants

Intermediate Peachtree

<u>Course</u>	<u>Date</u>	<u>Time</u>
Intermediate Peachtree	Wednesday, July 24, 2002	8:00 to 5:00
Intermediate Peachtree	Wednesday, August 7, 2002	8:00 to 5:00

Topics to be covered:

Payroll
Job Costing

Customizing Forms and Financials