

# 2014 QuickBooks® Training Schedule



**Anthony V. Ricci, CPA**

**RI's QuickBooks®  
Headquarters**



<b>1<sup>st</sup> Tuesday of Every Month</b>		<h2 style="color: red;">Introduction to QuickBooks®</h2> <p><i>Learn how to BUILD CASH FLOW by using QuickBooks® – the RIGHT WAY</i></p> <ul style="list-style-type: none"> <li>• The 7 common QuickBooks® mistakes we all make &amp; how they hurt cash flow.</li> <li>• Need to increase profits? Five reports you must see daily.</li> <li>• <b>13 Critical decisions in setting up your company – did you miss any?</b></li> <li>• 21 Short cuts for data entry and reports that will save you hours a week</li> <li>• How expenses get out of control and how QuickBooks® can help.</li> <li>• 3 Steps in to STOP collection problems once and for all.</li> <li>• Follow our <b>5 Steps to Reconcile your Bank Statement</b> in less than 20 minutes – <u>guaranteed</u>.</li> </ul>
January --- February 4 March 4 April 4 May 5 June 3	July --- August --- September 2 October 7 November 4 December 2	
Time: 8:30am – 12:00pm		
Presented by: Anthony V. Ricci, CPA		
Only \$97.00		

<b>Quarterly on Tuesdays</b>		<h2 style="color: red;">Advanced Training for QuickBooks®</h2> <p><i>This seminar is designed for the user who needs to advance beyond the basics of bookkeeping.</i></p> <ul style="list-style-type: none"> <li>• Learn to customize QuickBooks® to increase productivity.</li> <li>• Be more efficient and SAVE HOURS EACH WEEK.</li> <li>• How to work with Credit Card, Asset, and Liability Accounts.</li> <li>• Learn to simplify Accounts Receivable and Accounts Payable.</li> <li>• Increase your bottom line by customizing reports and graphs with pertinent data.</li> <li>• Plus much more!</li> <li>• <u>Designed for Non Profit, Contractors, Retail, Professional &amp; Legal</u></li> </ul>
April 22 <sup>nd</sup> October 21 <sup>nd</sup>	July 22 <sup>nd</sup> December 23 <sup>rd</sup>	
Time: 8:30am – 3:30pm		
Presented by: Anthony V. Ricci, CPA, CFP		
Only \$197.00 Lunch included		

**Seating is Limited. Call for Reservations 401-942-6900**  
**Anthony V. Ricci, CPA 1119 Reservoir Avenue, Cranston, RI 02910**