

Registration Form QuickBooks Desktop Seminar

June 19, 2018*
9:00am – 12:00pm

Hosted by Van Bruggen & Vande Vegte and Peoples Bank
Held at Peoples Bank, 1230 Valley Drive, Rock Valley

*Note: Limited seating available. Please register early. If registration exceeds capacity, an additional class will be offered on June 28, 2018.

Please RSVP by Friday, June 8th.

Remit this form and \$75 payable to Van Bruggen & Vande Vegte for each attendee to:
Van Bruggen & Vande Vegte • PO Box 40 • Rock Valley IA 51247 • (712) 476-2725

Attendee Info:

Name: _____ Address: _____

Phone: _____ Company Name (if applicable): _____

E-mail: _____

Please check here if you'd be interested in extending the seminar to attend a 45-minute session involving setup of employees and payroll processing.

- YES!** I'd like to extend the seminar (at no extra cost) to learn more about starting or using payroll in QuickBooks Desktop!

Please circle an answer for the following in order for us to better tailor our sessions to your needs.

How long have you been working in QuickBooks Desktop?

I've never used it! Less than 1 year 1-3 years More than 3 years

How often do you use these features in QuickBooks Desktop?

| | | | |
|---|------------|------|---------------|
| Recording transactions (checks, deposits, etc.) | Not at all | Some | All the time! |
| Reconciling bank statements | Not at all | Some | All the time! |
| Accounts payable (enter bills, bill payment, write check) | Not at all | Some | All the time! |
| Accounts receivable (create invoices, receive payments) | Not at all | Some | All the time! |
| Running & reading financial reports | Not at all | Some | All the time! |
| Payroll processing | Not at all | Some | All the time! |
| Payroll taxes & adjusting liabilities | Not at all | Some | All the time! |

Are there any additional questions you have or specific topics you'd like covered?
