

Experienced
Professional

Cheryl M. Houston,
Advanced Certified
QuickBooks® ProAdvisor



Cheryl Houston has been a paraprofessional with Piccerelli, Gilstein & Company, LLP since 1986. She is an Intuit-Certified QuickBooks® ProAdvisor with Advanced Certification and has over 25 years experience providing accounting and bookkeeping services to small and medium-sized businesses. A graduate of the College of the Holy Cross, Cheryl is a seasoned trainer who has conducted a variety of QuickBooks® training courses ranging in difficulty – from beginner to the advanced user.

Cheryl specializes in providing ongoing QuickBooks® support, troubleshooting and training to clients in a variety of industries. She focuses on new business set-up and/or reviews, customizing procedures to streamline data entry while maintaining accurate reports for financial and managerial purposes.

Professional Designations

- Certified ProAdvisor in QuickBooks® versions 2010, 2009, 2008, 2007
- Member, R.I. Society of CPAs

PI & CERELLI, GILSTEIN
& COMPANY, LLP
Certified Public Accountants and Consultants

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QuickBooks® Workshop



*Taking your Skills
to the Next Level*

PI & CERELLI, GILSTEIN
& COMPANY, LLP
Certified Public Accountants and Consultants

Topics

- Customizing QuickBooks® settings and preferences for your business
- Troubleshooting payables, receivables, bank accounts, credit cards
- Working with reports and graphs
- Personalizing invoices and other forms specific to your business
- Integrating with Microsoft Excel and Word
- Other topics of your interest, as time allows

Taking your Skills to the Next Level

This training is designed for users who are already familiar with the basic functions of QuickBooks® software and would like to increase their confidence and efficiency by learning more advanced features, techniques and tips.



QuickBooks® is a registered trademark of Intuit, Inc.

Fees/ General Information

Date

Thursday, August 19, 2010

9:00am to 4:30pm

Registration begins at 8:30am

Location

Piccerelli, Gilstein & Company, LLP

144 Westminster St., 5th floor

Providence, R.I. 02903

401-831-0200

Instructor

Cheryl M. Houston,

**Advanced Certified
QuickBooks® ProAdvisor**

Registration and Payment

Course fee is \$325.00 per person and includes QuickBooks® Training Guide.

Fee includes continental breakfast and lunch. Seating is limited and is on a “first come” basis.

Please make checks payable to Piccerelli, Gilstein & Company, LLP and mail to the Firm by August 16, 2010.

How do I Register?



Yes, I want to attend!

Register for the Workshop by contacting Cheryl Houston or Brenda Rappoport by August 16, 2010.

Contact Information

Piccerelli, Gilstein & Company, LLP
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Providence, R.I. 02903

Cheryl M. Houston
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Brenda Rappoport
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Ph: 401-831-0200, ext. 262

Confirmation

Each registrant will receive written confirmation of registration. This confirmation will serve as a receipt of fees paid.

Cancellation Policy

Notification of cancellation must be made prior to Tuesday, August 17, 2010. You may either send a substitute or request a credit towards a future workshop.

