



Tuesday, September 6

QuickBooks for Beginners

9:00 a.m. - 12:00 p.m.

Jumpstart your small business accounting needs! QuickBooks desktop software users: this session includes set up, reconciling accounts, working with lists, customers, vendors, assets, & liabilities.

QuickBooks II: Day-to-Day Basics

1:00 p.m. - 4:00 p.m.

QuickBooks desktop software users: this session includes invoicing, receiving payments, bills, handling sales tax & more.

**Deadline to register for QuickBooks for Beginners or QuickBooks II:
Monday, September 5.**

Tuesday, September 13

QuickBooks III: Beyond the Basics

9:00 a.m. - 12:00 p.m.

Now that you have the basics down, this session will go over reports, customizing forms, working with inventory, jobs estimates, progress invoices, and more.

QuickBooks IV: Payroll

1:00 p.m. - 4:00 p.m.

Learn this popular computerized accounting program, hands-on! This seminar teaches how to obtain and apply necessary information to set up and use payroll.

**Deadline to register for QuickBooks III or IV:
Monday, September 12.**



Corporate &
Community
Education

Cost:

\$75.00
Per Course

Location:

BRTC,
Pocahontas
Campus

Registration:

Online at
asbtcd.org
or Call
870-972-3517

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