Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

QuickBooks Training for Beginners

Wednesday, February 3 & July 20, 8:30 am – 12:30 pm
Andalusia Chamber of Commerce
700 River Falls St.
Andalusia, Alabama 36420

QuickBooks has been a leading accounting software for small businesses for many years. In this four hour training, you will learn about small business accounting and how to use QuickBooks.

This hands-on class will cover QuickBooks Desktop versions Pro and Premier – **QuickBooks Online will not be covered.**

If you are an existing QB Pro or Premier user, bring your laptop with your QB software. If you are not currently using QB, a free trial version will be made available prior to the program.

This class will cover:
➢ Basic accounting
➢ How to set up your company in QB
➢ How to set up and work with customers
➢ How to pay sales taxes
➢ How to set up inventory

➢ How to set up vendors
➢ How to set up work with your bank accounts
➢ How to set up and pay employees
➢ How to pay payroll taxes

Class is limited to the first 15 paid registrants. The cost of this program is only $25.00. After registering, you will receive a registration confirmation & invoice with payment instructions.

To register for Wednesday, February 3 go to http://bit.ly/QBAndalusia2016A
To register for Wednesday, July 20 go to http://bit.ly/QBAndalusia2016B

For more information contact Brenda Marcum bmarcum@troy.edu or call (334)674-2425.

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