



# Alabama Small Business Development Center Network

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

[www.asbdc.org](http://www.asbdc.org)

## QuickBooks Training for Beginners

Wednesday, February 17 & August 17, 8:30 am – 12:30 pm

*Alabama Aviation Center, ATTC Room 219*

*3405 South US Highway 231*

*Ozark, Alabama 36360*

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 17 go to <http://bit.ly/QBOzark2016A>.

To register for Wednesday, August 17 go to <http://bit.ly/QBOzark2016B>.

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

Sponsored by  
Troy University's  
Small Business Development Center  
Ozark Chamber of Commerce &  
Alabama Aviation Center



The Small Business Development Center at Troy University is a member of the Alabama SBDC Network. Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the TU SBDC, 100 Industrial Blvd., Troy, AL 36081. 334.674.2425.

