



QuickBooks Training for Beginners

Wednesday, August 1, 8:30 am – 12:30 pm

Ozark Technology Center
3269 US Highway 231 South
Ozark, AL 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 class will cover QuickBooks Desktop versions Pro and Premier – **QuickBooks Online will not be covered.**

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

Up to three hours of free one-on-one assistance is available upon request after completing the class.

Class is limited to the first 20 paid registrants. The cost of this program is only \$79.00 if paid registration is received by July 27. If payment is made after July 27, the fee is \$99.00. After registering, you will receive a registration confirmation & invoice with payment instructions.

To register go to <http://bit.ly/qbozark2018B> . For more information contact Brenda Marcum bmarcum@troy.edu or call (334)674-2425.

The program is hosted and cosponsored by the Ozark Technology Center.