



Alabama Small Business Development Center Network

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

www.asbdc.org

QuickBooks Training for Beginners

June 22, 2015, 8:30 am – 12:30 pm

Troy University Dothan Campus

Adams Hall, Room 206

Dothan, Alabama 36301

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 go to <http://bit.ly/QuickBooksDothan> . For more information contact Judy Callin at jcallin@troy.edu or call (334)674-2425.

Sponsored by
Troy University's
Small Business Development Center &
Continuing Education Dothan Campus

"The SBDC 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 Brenda Marcum, 100 Industrial Blvd., Troy, Alabama 36081, 334-674-2425."