

# Hands On QuickBooks Training

*What every business owner should know.*

**This seminar offers the following:**

- Direct hands-on training
- Use QuickBooks to buy you more time each and every day
- Produce financial reports when & how you want them
- Process your own payroll (subscription required)

**The seminar is divided into two, half-day sessions:**

## Day 1

Overview of QuickBooks

Getting Started in QuickBooks

Working with Lists

Working with Accounts

Entering Sales

Tracking & Paying Sales Tax

## Day 2

Entering & Paying Bills

Tracking Time

Financial Reporting

Hands-on training time

Payroll

Customizing Forms

## **Who should attend?**

- New QuickBooks users - learn about all the possibilities!
- Current QuickBooks users - learn about the features you've overlooked!
- Suitable for small business owners and managers or those with bookkeeping responsibilities.
- Those who want to better understand the reports and financial statements.

## **Seminar Details: Offered four different times in 2012!**

**When:** Thursdays, Feb 2 & 9; May 10 & 17; Sep 6 & 13; Dec 6 & 13

**Time:** 8:00 a.m. - 12 noon

**Where:** SCSU Welcome Center  
355 Fifth Avenue South, St. Cloud, MN 56301  
(FREE, convenient, secure indoor parking!)

**Cost:** Early Bird \$129 if registered two weeks prior to start date  
Non-Early Bird \$149 if registered within two weeks of start date  
Registration closes the Friday before the start date

Visit our website for more information or to register:

**[www.scsutrainning.com/QB](http://www.scsutrainning.com/QB)**



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