

Improve Your QuickBooks Skills

QUICKBOOKS® ON-LINE VERSION

Friday, May 5, 2017



Program: 9:00 a.m. – 12:00 noon

Location: Fayette County Chamber of Commerce
65 W. Main Street, # 107
Uniontown, PA 15401

This seminar is intended for individuals who are using the on-line version of QuickBooks® and would like to become more proficient in its various capabilities.

Highlights:

- **Product Overview: Importing Data, Company File Set-up**
- **Navigating: Home, Customer & Vender Centers, Transaction Tab**
- **Recording Transactions: Sales & Expenses, Quick Create Menu**
- **Reporting: Common Reports & Reports By Version**
- **Advanced Topics: Credit Card Payments & Payroll**

Cost: \$45 per person

Payment By: Visa, MasterCard, Check or Cash

Registration by Phone: 724-537-4572 or

Email: sbdc@stvincent.edu

Co-Sponsored by:



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