

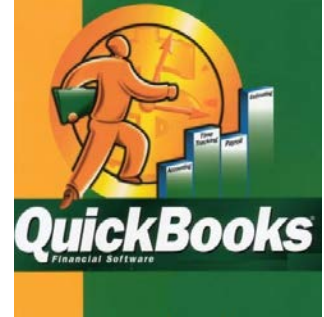
Improve Your QuickBooks Skills

QUICKBOOKS® BASIC FULL DAY – IN DEPTH

Friday, September 22, 2017

9:00 a.m. – 3:30 p.m.

Co-Sponsor/Location:



**1040 Eberly Way, Suite 200
Lemont Furnace, PA 15456**

Fay-Penn will co-host this session through funding from the USDA Rural Microenterprise Assistance Program.

Whether you have recently purchased QUICKBOOKS® or would like to become more efficient - this seminar will broaden your skills.

Highlights:

- Company File Set Up & Preferences
- Sales Process
- Managing Expenses
- Bank Reconciliation
- Reports & Graphs
- Additional Customer Transactions
- Customizing QuickBooks

Fee: \$ 95 per person; includes lunch.

Payable By: Visa, MasterCard, Check, or Cash

Pre-Registration Required.

For further Information or to Register:

Phone 724-537-4572 or Email sbdc@stvincent.edu