

**The Small Business
Development Center
presents:**



QuickBooks

HANDS-ON WORKSHOPS

Niagara County Community College – Room CA126
3111 Saunders Settlement Road, Sanborn, N.Y. 14132

Intro to QuickBooks- \$79*

No time to read manuals? This half-day workshop is for you!

You will be provided with step-by-step instructions for using the most common QuickBooks features. End the frustration and begin to understand. Learn how to create your company, track and manage sales and expenditures, and analyze financial data, reports, and graphs.

No prior knowledge of accounting is needed.

Tuesday, October 16, 2018 or Tuesday November 13, 2018

8:45am *Sign-In* / 9:00am-12:00pm *Program*

Mastering QuickBooks- \$79*

Advanced QuickBooks tips, tricks and shortcuts.

Program will cover pass-through expenses, payroll, inventory, sales tax, estimates, adjustments and year-end procedures. Learn to save time and ensure accuracy. Gets answers from an expert.

Thursday, October 18, 2018 or Thursday, November 15, 2018

8:45am *Sign-In* / 9:00am-12:00pm *Program*

To Register: Call: 716.210.2515 / E-Mail us at: sbdc@niagaracc.suny.edu
Visit our Website: www.niagarasbdc.org

*** Attend both Intro and Mastering QuickBooks for a discounted price of \$140 ***

Instruction not suitable for MAC users or Online Version of program

(Desktop version only)



Funded in part through a
Small Business Administration.
persons with disabilities will be
in advance by calling 716.210.2515.

niagarasbdc

Cooperative Agreement with the U.S.
Reasonable accommodations for
made, if requested at least two weeks

