

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!**

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. Step-by-step instructions for using the most common QuickBooks features.

**Prior knowledge of accounting not required.**

**Tuesday, April 30, 2019 or Tuesday, June 11, 2019**

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, May 2, 2019 or Thursday, June 13, 2019**

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

**To Register:** Call: 716.210.2515 / E-Mail us at: [sbdc@niagaracc.suny.edu](mailto:sbdc@niagaracc.suny.edu)

Visit our Website: [www.niagarasbdc.org](http://www.niagarasbdc.org)

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

**Instruction not suitable for MAC users or Online Version**



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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 by calling 716.210.2515.

