



Are you getting the most out of QuickBooks®?

Location:

**Wisconsin
Learning Center**

**5501A Vern
Holmes Dr.
Stevens Point
(Portage Co.
Business Park)**

**\$99.00 each day or
save 10% by
signing up for all 4
- \$356 total!**

Thursdays

October 1, 2009

October 8, 2009

October 15, 2009

October 22, 2009

Fall 2009 Dates
Each class runs from 5:00-8:30 pm on Thursdays

Attend these practical, hands-on QuickBooks® workshops and learn by actually doing – all sessions are held in a state-of-the-art computer lab at the Wisconsin Learning Center in Stevens Point.

Get the most out of America's best selling small business accounting software. Four practical, hands-on QuickBooks® workshops will give you the opportunity to learn how to save time on everyday tasks and efficiently and accurately manage all your financial data. You'll see the big picture at a glance and produce reports that help you make sound business decisions.

Getting Started with the Basics – October 1

Start from scratch... No previous experience with QuickBooks is needed; however basic computer skills are necessary. We'll cover basic accounting overview and the terminology used, including chart of accounts, income statement, profit and loss statement, balance sheets, and cash versus accrual basis. You'll learn how to create your company file, establish lists and enter basic data for checks, deposits and transfers.

Accounts Payable and Accounts Receivable Essentials – October 8

Learn how to handle accounts payable and accounts receivable efficiently with QuickBooks. You'll gain experience in setting up vendors, enter and pay bills, set up sales tax authorities and codes, and process sales tax payments. Learn how to set up customers using custom fields, enter sales receipts, invoices and credit memos, and run AP and AR reports.

Payroll Essentials – October 15

Discover how to use QuickBooks for efficient payroll recordkeeping and reporting. Learn how to set up employer/employee items and track vacation or sick time, process payroll including entering data and printing checks, process quarterly and year-end government reports.

Beyond the Essentials – October 22

Explore advanced QuickBooks features that can save time, reduce errors, and product customized reports. We'll share helpful tips, tricks and keyboard shortcuts. You'll learn how to customize company files and transactions and how to transfer and export QuickBooks data to other software.

Registration Fee: \$99.00 each session or \$356 for all 4 (save 10%)

**To Register: Call 715-346-3838 or 800-898-9472 or
Online, credit card only, at www.uwsp.edu/conted/sbdc/workshops**



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