



Learn How
to Manage
Your Business
Better with

Quickbooks® Software for Business – Concepts

Tuesday, July 10 - August 28, 2018

Learn how to use QuickBooks® software to better manage your business.

Our certified QuickBooks® ProAdvisor® will answer your questions and provide an overview of all basic functions.

Get the skills you need to create a company file and then record transactions. You will easily add: customers and vendors • create invoices and generate receipts • process deposits • document and pay bills • record transactions • and reconcile bank accounts.

Understand how to manage a chart of accounts and prepare financial reports.

More advanced topics, include: issuing credits and refunds • purchase orders • customizing forms and reports • payroll functions • general liability reports • job costing and taxes.

Instructor Jodi Reilly has more than 15 years of QuickBooks® experience and 20+ years of accounting and bookkeeping experience.

When:

3-6 pm, Tuesday, July 10-August 28, 2018, Downtown Academic Campus, 101 West 10th, Eugene, Room 220 – (24 hrs \$359, plus \$10 LCC Fee)

Register Now:

Call 541.463.6200 today.

To request accommodations that will facilitate your full participation in this event contact the Center for Accessible Resources at least one week in advance at accessibleresources@lanecc.edu or 541.463.5150.

The Oregon Small Business Development Centers are partially funded by the US Small Business Administration (SBA) and the Oregon Business Development Department.

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Small Business Development Center

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