

QuickBooks

SPRING 2020



Learn how QuickBooks can help you keep track of your company's transactions and finances – all from a single, intuitive and easy-to-use software program.

See course details on the back.

QuickBooks

SPRING 2020

QuickBooks is the #1 Rated Accounting Solution for Small Businesses

INTRODUCTION TO QUICKBOOKS

Gain a better understanding of QuickBooks accounting software for your own business or your employer's company with this 8-hour class, which is designed for users who have less than six months' experience working with QuickBooks. Topics include the setup of new files, processing bank transactions, accounts receivable and accounts payable entries, reconciliation of bank and credit card accounts and running basic financial reports. This class does not cover the cloud/online version of QuickBooks. Materials are included in the course fee.

Prerequisite: Ability to use Microsoft Windows products.

7360 **TBSM 20-001**
Thursday, February 27 1 Session
8 a.m. to 5 p.m.
\$195 R. Ritzwoller

QUICKBOOKS DESKTOP CLOUD

This workshop will empower you to take control of the financial accounting for your business, all with the ease and convenience of an online platform. Learn how to import data, set up your company, run payroll, send invoices and reconcile accounts. Discover best practices when using QuickBooks Online and learn how to navigate its features. We will also review reporting capabilities and methods, sales/revenue, expense/purchase and other transactions. Materials are included in the course fee.

Prerequisite: Ability to use Microsoft Windows products..

7361 **TBSM 22-001**
Thursday, May 7 1 Session
8 a.m. to 5 p.m.
\$195 R. Ritzwoller

INTERMEDIATE QUICKBOOKS

Enhance your existing knowledge of QuickBooks and learn how to analyze financial data to better understand your business, create and customize reports, as well as track and pay sales tax. Learn payroll functions such as setting up payroll information and schedules, payroll tracking and processing payment of payroll taxes in this intensive class. Materials are included in the course fee.

Prerequisite: Introduction to QuickBooks or working knowledge of QuickBooks software.

7398 **TBSM 21-001**
Thursday, May 14 1 Session
8:30 a.m. to 12:30 p.m.
\$115 R. Ritzwoller

All sessions are held at College of Lake County, Grayslake Campus - Room E127.

To register, visit www.clcillinois.edu/sbdc-itc/workshops or call (847) 543-2033.

A variety of QuickBooks topics are also available online through our provider, ed2go.
Visit www.clcillinois.edu/SBDOnline.

Illinois SBDC International Trade Center is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA), the Illinois Department of Commerce & Economic Opportunity, and the College of Lake County. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Please contact the center at (847) 543-2033 or TDD: (847) 223-0134.



Call: (847) 543-2033
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Visit: www.clcillinois.edu/sbdc-itc

