



## QuickBooks Training Friday August 30, 2019 20 Gable Place, Barre, VT

Community Capital of Vermont offers free, half-day workshops in QuickBooks for Windows Desktop to business owners, and anyone thinking of starting a business.

### Workshop 1: Introduction to QuickBooks

8:45 a.m. — 12:30 p.m.

The morning session is for participants new to QuickBooks accounting software, and we will cover:

- the Chart of Accounts;
- Creating Customers, Invoices, and Receiving Payments;
- Creating Vendors, Entering Bills, Making Payments, and Printing Checks;
- the Check Register; and

lots more tips and tricks helpful to know as you learn your way around QuickBooks.

### Workshop 2: Reconciliation, Taxes, and Reports

1:30 p.m. — 4:30 p.m.

The afternoon session is for participants who attended the morning session, or *already have some experience* with QuickBooks. In this workshop, we cover:

- Reconciling Your Bank Statement with QuickBooks;
- Taxes: Sales, Use, and Rooms & Meals;
- Running Reports;
- Basics for Reading Your Financials.

You are welcome to enroll in either or both of these hands-on workshops delivered by QuickBooks ProAdvisor David Parker.

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**CALL NOW TO REGISTER!**  
**Only 10 Seats Available**  
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