

Helping Businesses Grow & Succeed



Hosted by:



A Beginners QuickBooks Class For Small Business Owners

Thursdays – Nov 2, 9, 16 & 30, 2017

1:00 - 4:30 pm

Eastern Florida State College, Melbourne Campus, Bldg 1, Room 164

- with -

Jackie Beck, CPA, CGMA

Monarch Tax & Accounting Services

- Use QuickBooks Pro 2016 to achieve better results
- Print Checks, pay bills & track sales & expenses
- Gain tools for payroll & tracking employee time
- Prepare invoices and track client payments
- Pay bills and track company payables
- Prepare payroll
- Manage communications with vendors & customers
- Track inventory & set reorder points
- Track payroll liabilities
- Incorporate Microsoft Excel
- Track and pay sales tax
- Write Checks / Balance Checkbook
- Print all required government reports
- Learn to read and utilize financial reports

**** 4 sessions and 14 hours total ****

Basic computer skills required

Cost is \$190 and includes workbook.

Course Number: 74153

Register online at www.easternflorida.edu/go/sbdc or Contact FSBDC

Contact Sandy Pfrimmer at pfrimmers@easternflorida.edu (321) 433-5570
or Tracy Hummel at hummelt@easternflorida.edu (321) 433-5514

State Designated as Florida's Principal Provider of Business Assistance [§ 288.001, Fla. Stat.]

The FSBDC at Eastern Florida State College is a member of the Florida SBDC Network, a statewide service network funded in part through cooperative agreements with the U.S. Small Business Administration, Defense Logistics Agency, State of Florida and other private and public partners; hosted by the University of West Florida; and nationally accredited by the Association of SBDC's. SBA's funding is not an endorsement of any products, opinions or services. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance