



FREE* Training QuickBooks Online Spring & Summer Webinars

*Tuition free to panhandle residents only. Sponsored by PADD with funding provided through the U.S. Economic Development Administration Cares grant. Class size is limited, and seats will fill quickly! Registrations are on a first come-first serve basis.

Introduction to QuickBooks Online

This three-hour webinar is available Monday evenings through spring and summer, 2021. Choose the date that is best for you.

May 10, June 21 or August 30
6:00 pm – 9:00 pm

Learn how to use QuickBooks Online to manage the financial accounting of your business.

- Choose the right version of QuickBooks Online for your business
- Create a QuickBooks file and/or convert from QuickBooks Desktop version
- Create customer accounts
- Enter sales and income
- Create invoices, receipts, and statements
- Track payables and receivables
- Write checks
- Generate reports

Advanced QuickBooks Online

This three-hour webinar is available Wednesday evenings through spring and summer, 2021. Choose the date that is best for you.

May 12, June 23 or September 1
6:00 pm – 9:00 pm

If you understand accounting software basics or have already completed introductory-level QuickBooks Online training, this class will help you achieve the next level of managing your business.

- Set up a chart of accounts
- Reconcile Bank and Credit Card Accounts
- Track inventory
- Create project or service estimates
- Calculate sales tax payment
- Filter and generate reports
- Calculate and run payroll

Instructor: Kelly Abrahams, business advisor and owner of ASK Bookkeeping.