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Thigpen, Lanier, Westerfield & Deal

Need Help Managing Your Business?

QuickBooks: *Basic*

This course is designed to provide participants with an understanding of accounting concepts and methods. Using case studies, this course provides practical hands-on experience necessary to manage an efficient accounting system.

Topics include:

- Basic introduction to accounting concepts & methods
- Getting started & setting up a new company data file
- Entering opening balances & customizing forms
- Creating your master list, including: chart of accounts, names list, & item lists
- Working with purchase orders, estimates, invoices & sales receipts
- Receiving payments & making deposits.
- Entering & paying bills by check or credit card
- Reconciling bank statements
- Financial reports
- Other Intuit products and services

Instructor: Robert Andoh, Certified QuickBooks Pro Advisor

Friday, November 14, 2014
9:00 am - 4:00 pm

*\$169/per person

*** Partial scholarships are available thanks to the generous sponsorship of Thigpen, Lanier, Westerfield & Deal**

Contact us for details.

Free lunch and parking provided!

Class size is limited, so call us today!

Georgia Southern University
College of Education
237 Forest Drive, RM2167
Statesboro, GA 30458

Register online: www.georgiasbdc.org

Click on Services > Continuing Education > Classroom Training > Statesboro

Or Contact Joy Johnson 912.478.7232

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