

INTRODUCTION TO QUICKBOOKS DESKTOP

THURSDAYS, APRIL 25, 2019 - MAY 30, 2019



QuickBooks is designed to take the guesswork out of accounting for the small business owner or office manager. Learn the basics of QB Desktop and why the functions are important in every day business. Keep in mind - this course is not an accounting course and is out of the realm of learning accounting principals. General accounting terminology will be touched on, however, accounting knowledge is not a pre-requisite. Computers are provided for the course.

Pre-Requisite: Basic computer skills and comfortable working in Windows. Skills can be used for small business owners, home-based business or working for a small business.

Future Course Offering - QuickBooks Online



Week 1: Overview of QB Desktop

Week 2: Overview of Lists, i.e. Item lists, Customer Lists, Chart of Accounts

Week 3: How to Create Customers & Invoices

Week 4: Vendor - Create, Edit, & Merge/Run Reports - Enter & Pay Bills

Week 5: Reconciliation - Which Accounts Need Reconciliation and Why, Enter Credit Card Charges & Refunds

Week 6: Reports - How to Run/Memorize/Email/Balance Statements, P&L and Other Reports

\$150.00 per 6 weeks course

(one evening per week)

6:00 - 8:00 p.m.

218 E. Jackson, Burnet, TX

512-756-1484 or 409-718-0729

**Limited Seating - payment required to
to reserve your spot - deadline 4/18
(CWJC building)**

Instructor, Marshie Morgan, has 20 years of financial experience and continuing education classes, as well as, a vast array of expertise with small businesses. She currently holds the following licenses/certifications: QuickBooks Certified - 15 years; Licensed Financial Representative; Licensed Insurance, Property & Securities; Vast bookkeeping Experience - Audits to Payroll; Self-employed since 1997; Instructor for Christian Women's Job Corps; and is a published author.

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