

**Quickbooks® Made Easy**

**Tuesday, October 20, 2009**

**9:00 a.m. – 12:00 p.m.**

**8:30 Registration**

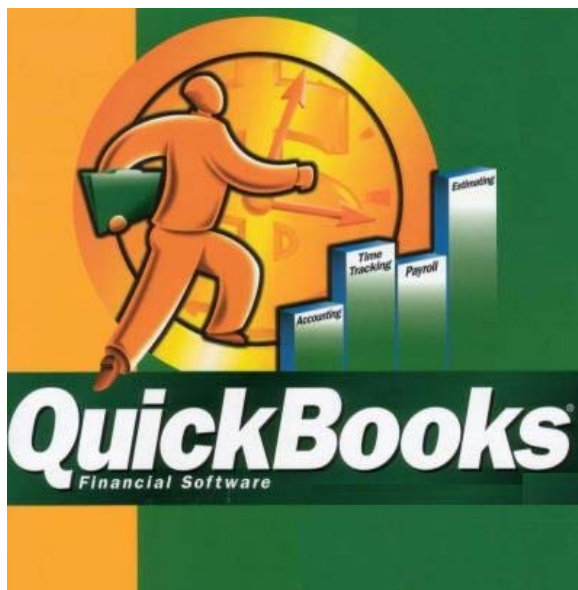
**Continental Breakfast Included**

**Saint Vincent College**

Whether you have recently purchased QUICKBOOKS® or would like to become more efficient, this seminar will broaden your skills and answer those questions that have been plaguing you. Basic knowledge of QUICKBOOKS® is beneficial.

**HIGHLIGHTS**

- Discuss the General Set Up of Company File
- Define & Modify Chart of Accounts
- Set Up and Edit New Vendors & Customers
- Process Accounts Payable & Receivable
- Enter Manual Checks
- Apply Call Receipts & Deposits
- Bank Reconciliations & Financial Reports



**QuickBooks**  
Financial Software

**Registration Fee: \$40**

\$35 each if registering for both programs

\$35 each if 2 or more register together

**3 CPE Accounting & Auditing Credits**  
**are available for this course.**

**Quickbooks® Advanced**

**Tuesday, November 19, 2009**

**9:00 a.m. – 12:00 p.m.**

**8:30 Registration**

**Continental Breakfast Included**

**Saint Vincent College**

This seminar is intended for individuals who are familiar with QUICKBOOKS® and have used it in the past but would like to become more proficient in its various capabilities.

**HIGHLIGHTS**

- Work with Inventory
- Processing and Accounting Payroll
- Financial Reports
- Creating Checks
- Prepare Bank Reconciliations
- Use Estimates & Time Tracking
- Customize Forms & Letters
- Track Asset & Liability Accounts
- Track & Work with Accounts Payable
- Analyzing Financial Data

**The number one management and accounting tool utilized by start-ups and small business entrepreneurs.**

Presented by **Dennis Piper & Associates**, a firm that specializes in working closely with small to mid-size companies to develop, train, and enhance accounting processes through this software.

**TO REGISTER FOR QUICKBOOKS MADE EASY AND/OR QUICKBOOKS ADVANCED Oct/Nov \$40/\$35**

**Call** Saint Vincent College SBDC/CGC at 724-537-4572. **Fax** form to 724-537-0919 with payment information or

**Mail** attached form with payment to: Saint Vincent College SBDC, 300 Fraser Purchase Road, Latrobe PA 15650

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Method of Payment:     Check     Visa     MasterCard     **Check for CPE Credits**     QUICKBOOKS MADE EASY 10/20/09

Check if you are a client.     Check if you are a veteran.     QUICKBOOKS ADVANCED 11/19/09

Credit Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Where did you hear about this program? \_\_\_\_\_

Included with your registration fee is a one-year subscription (12 issues) to *Inc. Magazine*, valued at \$10.  
To activate your subscription, complete and mail subscription card included in your seminar packet.

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