

Master the Fundamentals with our Mastering QuickBooks® Hands-On Training Course

Valuable Seminar on QuickBooks® Financial Software

What Every Business Owner Should Know

How QuickBooks Can Help You Breathe Easy

Discover everything that QuickBooks® can do for you. Don't waste time through trial and error learning. If you want to reduce frustration and increase accuracy, then this class is for you. Double Entry Bookkeeping, LLC is offering hands-on training with a small class size to ensure individualized attention.

This QuickBooks® training class covers the fundamentals of using QuickBooks® to track business finances. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills. In addition, students will learn how to create reports, track and pay sales tax, handle payroll, and more.

The instructor, Diana Jones is the owner and operator of Double Entry Bookkeeping. She has degrees in business management and accounting. Diana has extensive experience in bookkeeping and tax preparation and is a Certified QuickBooks® Pro Advisor.

Schedule

QuickBooks® for Beginners – Tuesdays 9am – 1pm

QuickBooks® for Intermediate Users – Thursdays 9am – 1pm

Double Entry Bookkeeping, LLC

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Essex Junction, VT 05452

Call (802) 878-0990 to register

www.doubleentrybookkeeping.net



Only \$175 per class, includes materials

