QuickBooks Workshops

QB Support Services, LLC, Owner, Charlene Smith (Belmont), will be teaching more QuickBooks Workshops this summer!

The two-day Basic QuickBooks I workshop will be on Monday, July 28, and Wednesday, July 30, from 5:00 p.m. – 8:00 p.m. The two-day Basic QuickBooks II workshop will be on Monday, August 4, and Wednesday, August 6, from 5:00 p.m. – 8:00 p.m.

“I specialize in assisting small businesses, non-profits, and individuals in keeping track of their finances using QuickBooks, one of the most commonly used accounting software programs,” says Smith, an LRCC Accounting Honors Graduate in 2010. “I am excited about the opportunity to pass my QuickBooks knowledge along to others in the community. The best way to assist businesses is to help them understand how to set up QuickBooks to maximize efficiency."

**Basic QuickBooks I**  Monday, July 28 & Wednesday, July 30 - 5:00-8:00 p.m.
Cost: $100     CRN 30973
This two-day workshop is designed as an introduction for the new QuickBooks user. This will cover initial setup, accounts payable (bills), accounts receivable (invoices), deposits, bank reconciliation, and reporting. Basic computer skills needed.

**Basic QuickBooks II**  Monday, August 4 & Wednesday, August 6 - 5:00-8:00 p.m.
Cost: $100     CRN 30974
This two-day workshop is designed as a continuation of Basic QuickBooks I. Topics to be covered will include payroll quarterly reports and adjustments, how to handle corrections, credit card transactions, subcontractors and 1099’s, inventory and estimates. Participants should have basic computer skills.

*Students registered for workshops must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.*