

QuickBooks for the Small Business



February 22, 2012
9:30 a.m.- 4:30 p.m.

Advanced Technology Center
2900 Doreli Lane
Room TBD
Mexico, MO 65265



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University of Missouri Extension Center
101 N Jefferson, Room 304
Mexico, MO 65265

QuickBooks for the Small Business Registration Form

Name: _____ Daytime Phone: _____

Company: _____

Address: _____ Email Address: _____

City, Zip: _____

Virgil Woolridge
Business Development Specialist
101 N Jefferson, Room 304
Mexico, MO 65265
Phone #: (573) 581-3231
FAX #: (573) 581-2766
Email: woolridgev@missouri.edu
Website: <http://extension.missouri.edu/audrain/>

Limited Seating

Registration Deadline is **February 16, 2012**
Make check payable to: University Extension
To register online: <http://www.missouribusines.net/calendar/default.asp>

QuickBooks for the Small Business

The Easiest Way to Help Your Business Succeed



Save Time on Everyday Tasks

- It's easy to create estimates and invoices
- Enter customer information only once
- Quickly move from one task to another



See the Big Picture at a Glance

- No more hunting through files and spreadsheets
- Easily customize QuickBooks for the way you work
- See key customer, vendor, and employee information at a glance
- See how your business is doing



Accurately Manage Your Financial Data

- Complete tasks with familiar forms and automatic updates
- QuickBooks takes care of the math and formulas
- It's easier at tax time



It's Easy to Learn and Use

- QuickBooks accounting software works the way you think
- Easy setup interview gets you started right
- QuickBooks makes all of your everyday financial tasks easy
- It's easy to complete accounting tasks with familiar forms and automatic software updates
- More help is available, in case you need it



#1 Rated and Recommended Financial Accounting Software

- Experts give QuickBooks top reviews
- Small businesses recommend QuickBooks
- Highly recommended by accountants

Fee: \$99.00

Date: February 22, 2012

Time: 9:30 a.m. - 4:30 p.m.

Pre-registration due February 16, 2012

This is a Basic QuickBooks Workshop

This workshop includes:

- Setting up your company with the Easy Step Interview
- Setting up accounts
- Entering transactions
- Invoicing
- Tracking customers and vendors
- Generating financial reports

Who should attend?

- Business Owners
- Office Managers
- Anyone with Financial Responsibilities

Instructor Information:

Your instructor for this class is Mick Gilliam. Mick is a Certified QuickBooks Pro Advisor with over 10 years of hands on experience with QuickBooks.