

QuickBooks Fall/Winter 2009

Is it time to organize your business records to improve the profitability of your business?



These classes can help . . . QuickBooks® Pro Introductory
QuickBooks® Intermediate

Two locations— Park Hill Community Education Center, 7703 NW Barry Rd., KCMO 64153
UMKC SBTDC Training Center, 4747 Troost, KCMO 64110

Visit www.missouribusiness.net/cgi-bin/calendar to register and pay quickly & easily online!

QuickBooks® Pro Introductory

Chances are your business records aren't actually in a shoebox. But, are they organized in a way that you can use them to manage your business? Computer software such as QuickBooks can help you organize records and then, at the click of the mouse, create financial reports that can be used to make informed decisions and to guide your business in a profitable direction. Topics include: setting up accounts, entering transactions, invoicing, tracking customers and vendors and generating financial reports. Designed for those who have little or no experience with QuickBooks. A 350-page student guide accompanies this class.

Friday, August 28, 2009	UMKC SBTDC Training Center, Kansas City	9:00 am - 4:00 pm	\$149
Friday, September 18, 2009	Park Hill Community Ed. Center, Kansas City	9:00 am - 4:00 pm	↓
Friday, October 16, 2009	Park Hill Community Ed. Center, Kansas City	9:00 am - 4:00 pm	↓
Friday, November 6, 2009	UMKC SBTDC Training Center, Kansas City	9:00 am - 4:00 pm	↓
Friday, December 11, 2009	UMKC SBTDC Training Center, Kansas City	9:00 am - 4:00 pm	↓

QuickBooks® Intermediate

Are you currently using QuickBooks just for basic recordkeeping? Are there features you would like to use but don't know where to start? Would you like to know how to use QuickBooks to actually help improve the profitability of your business? Intermediate QuickBooks will help you maximize the use of QuickBooks and provide tips and tricks on how to get more out of the program. Topics include: customization of invoices, using class tracking to get more information, tracking billable time and expenses, payroll options, using financial reports for business decision making, estimating and budgeting.

Friday, October 2, 2009	UMKC SBTDC Training Center, Kansas City	9:00 am - 12:00 pm	\$84
Friday, November 20, 2009	Park Hill Community Ed. Center, Kansas City	9:00 am - 12:00 pm	\$84

For a complete listing of these and other business classes, go to www.missouribusiness.net.

For questions or additional information, call (816) 407-3490 or 407-3492.



Co-sponsored by Missouri SBTDC and University of Missouri Extension

