

ADVANCED QUICKBOOKS®

Registration
Deadline:

Register Before:
November 10

Minimum: 6



UNIVERSITY OF MISSOURI
U Extension



MISSOURI CHAMBER
FOUNDATION



U.S. Small Business Administration



*Funded in part through a cooperative
agreement with the U.S. Small
Business Administration.*

HANDS ON workshop to learn **advanced topics** about QuickBooks (Desktop). The following will be covered:

- Customizing sales receipts & invoices
- Adding custom fields
- Customizing & memorizing reports
- Memorizing transactions
- Exporting to Excel
- Tracking quantities
- Reconciling accounts
- And much more!

This class targets businesses that have experience using QuickBooks. Learn how to get useable information out of your QuickBooks data.

PREREGISTRATION & PREPAYMENT REQUIRED

Register Online: www.rollaclasses.com
In person: RTI, 1304 E 10th St., Rolla, MO
Call: (573) 458.0150

Date: Tuesday, November 14, 2017

Time: 9:00 a.m. - 4:00 p.m.

Location: RTI, 1304 E 10th Street, Rolla, MO

Cost: \$79