

# Introduction to QuickBooks®

Registration  
Deadline:

Register Before:  
September 15

Minimum: 6



UNIVERSITY OF MISSOURI  
**M** Extension



MISSOURI CHAMBER  
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U.S. Small Business Administration



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## What Can You Expect To Learn?

**HANDS ON** introduction to QuickBooks (Desktop Version)  
The following will be covered:

- Setting up your company
- Setting up your chart of accounts
- Navigating through QuickBooks
- Setting company preferences
- Writing checks
- Entering and paying bills
- Entering transactions
- Tidbits and shortcuts
- And Much More!



This class targets businesses that have some or no experience with QuickBooks.

## PREREGISTRATION & PREPAYMENT REQUIRED

**Register Online:** [www.rollaclasses.com](http://www.rollaclasses.com)  
**Per person:** RTI, 1304 E 10th St., Rolla, MO  
**Call:** (573) 458.0150

**Instructor:** Kelly Dyer, Business of Entrepreneurship and Business Development, Missouri Chamber Foundation SBTDC

**Date:** Tuesday, September 19, 2017

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

**Location:** RTI, 1304 E 10<sup>th</sup> Street, Rolla, MO

**Cost:** \$79