Bookkeeping Basics I

- Current QuickBooks users - Refresh your bookkeeping skills
- New QuickBooks users - Obtain knowledge to become more appealing to prospective employers
- Instruction provided by a Certified QuickBooks ProAdvisor

Bookkeeping Basics I With QuickBooks
Thursday, October 29, 2015
9:00 a.m. – 2:00 p.m.
3 hours of training and 1 hour of Q and A
Lunch will be provided

Topics Include:
- Set-up of chart of accounts
- Set-up of customers and vendors
- Cash basis accounting
- Recording transactions, i.e. deposits, check and debit/credit card purchases
- Reconciling your monthly bank and credit card statements
- Generating basic reports

Event Information
Hosted By: Sheila M. Flint, CPA, LLC and Missouri S & T SBTDC
900 Innovation Drive, Ste. 145; Rolla, MO

Limit of 10 people so we may provide personalized attention. Register now!

Please mail your completed registration form and check payable to:
Sheila M. Flint, CPA, LLC
P.O. Box 924, Rolla, MO 65402
Please contact our office with any questions at
(573) 368-5460 or sheilaflintcpa@gmail.com

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Please register before October 26, 2015

- Bookkeeping Basics I: $95.00
- 4 class bookkeeping/payroll series available for $320.00