



Entrepreneurial Assistance Program QuickBooks Desktop Workshops



Beginner QuickBooks Desktop

Tue/Thu April 10, 12, 17, 19; 6-9pm

- Create A New QuickBooks Company
- Modify The Preset Chart Of Accounts
- Write QuickBooks Checks
- Work With Asset & Liability
- Invoice Customers
- Receive Payments From Customers
- Open And Use Registers For Balance Sheet Accounts
- Reconcile Checking & Credit Cards
- Track Credit Card Transactions

Fee: \$300 Basic computer skills are required.
Register by Tue 4/3/18 – Save \$25
Discount Fee: \$275



Advanced QuickBooks Desktop

Tue/Thu April 24, 26, May 1, 3; 6-9pm

- Create, Modify & Analyze Reports
- Customize Forms
- Set Up & Manage Inventory
- Estimate Job & Track Time
- Understand Backup & Restore Data
- Create Budgets
- Track & Pay Sales Tax
- Memorize Transactions
- Advanced Tasks-Credit Memos, Refunds, Deposits, Invoices

Fee: \$300 Beginner knowledge of QuickBooks required.
Register by Tue 4/17/18 – Save \$25
Discount Fee: \$275

Save \$100-Enroll In Both Programs
Fee: \$500

Workshops are held at the Oak Street Center. Seating is limited.

For more information or to register, visit <http://ce.hofstra.edu/qbd>
call 516-463-5850 or email april.jones@hofstra.edu.