****

**Entrepreneurial Assistance Program**

***Offers A New Enhancement Series For Businesses***

***QuickBooks Online Plus Workshops***

**FREE 12-MONTH ACCESS TO QUICKBOOKS ONLINE PLUS**

 **Beginner QuickBooks Advanced QuickBooks**

 **Online Plus Online Plus**

 **Mon/Wed March 5, 7, 12, 19; 6-9pm Mon/Wed March 21, 26, 28, April 2; 6-9pm**

|  |  |
| --- | --- |
| * **Navigate QuickBooks Online**
* **Set Up Chart Of Accounts**
* **Connect Bank/Credit Card Accounts To The Bank Feed**
* **Track Sales & Revenue**
* **Categorize Expenses & Purchases**
* **Additional Transaction Types**
 | * **Customize Financial Reports**
* **Manage Accounts Receivable & Payable**
* **Calculate Sales Tax**
* **Bank & Credit Card Account Reconciliations**
* **Track Product & Inventory**
 |
| **Fee:** **$300** Basic computer skills required. **Registration Deadline:** Tue 2/27/18**Register by Thu 2/22/18 – Save $25****Discount Fee: $275**  |  | **Fee:** **$300** Beginner knowledge of QuickBooks required. **Registration Deadline:** Thu 3/15/18**Register by Fri 3/9/18 – Save $25****Discount Fee: $275**  |

**Save $100-Enroll In Both Programs by Thu 2/22/18**

**Fee: $500**

Workshops are scheduled at the Oak Street Center**.** Seating is limited.

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