

## 2012 QUICKBOOKS® SEMINARS

### QuickBooks® I - Getting Started Saturday, October 13

Participants will learn how to set up the company file, work with accounts receivable, accounts payable and run reports using QuickBooks®. By the end of the class you will have the basic skills and understanding of how to use QuickBooks® for your business.

### QuickBooks® II - Kicking It Up a Notch Saturday, October 20

This class is for the entrepreneur who may already own this software and/or may be familiar with QuickBooks® basic capabilities. In QuickBooks® II you will learn about bank reconciliations, payroll and running customized reports.

### Basic Understanding of Generated Financial Reports & Preventing Common Errors Saturday, November 3

Do you print financial statements and aren't sure what they reveal about your business or how to use them in planning? This seminar is designed for the hands-on business owner or office staff utilizing QuickBooks, but having limited knowledge of the accounting process and understanding of the financial statements.

- **Location:** IUP Eberly College of Business & Information Technology, room 111 computer lab, 664 Pratt Dr., Indiana, PA 15705.
- **All classes are 9:00 a.m.—12:00 noon**, check-in begins at 8:30 a.m.
- **Cost:** \$50 each OR register for two for \$90 (any combination) OR register for three for \$120.00. Discounts good for initial registration only.
- **Registration is limited** to 25 participants per class. Pre-registration is required.
- **These hands-on seminars** will be conducted by Donna Graham of Graham Accounting.
- **Refreshments** will be available at check-in and mid-morning break.
- **Included with your registration fee** is a one-year subscription (12 issues) to *Inc, Magazine*, valued at \$10.00.
- **Participants will receive** a coupon for \$30.00 off future services from Graham Accounting in Homer City.

To register go to [www.iup.edu/IUPMarketplaceSBDC](http://www.iup.edu/IUPMarketplaceSBDC)

For more information or for assistance in deciding which session you should attend, please visit the SBDC website at [www.iup/business/sbdc](http://www.iup/business/sbdc) and choose the Educational Programs tab or contact the IUP SBDC by phone at 724-357-7915 or email [iup-sbdc@iup.edu](mailto:iup-sbdc@iup.edu).