

## 2013 QUICKBOOKS® SEMINARS

QuickBooks 2013 Premier will be used in these seminars.

### QuickBooks® I - Getting Started Saturday, September 21, 2013

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 12, 2013

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, October 26, 2013

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 24 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).

#### REFUND POLICY

Refunds must be requested in writing (email or written letter) and be received no later than one week prior to the scheduled seminar. Refunds will not be granted for no-shows. Please contact the SBDC for more information.