

EVERGREEN PARK LIBRARY

IS OFFERING A FREE.....

QUICKBOOKS CONCEPTS & FUNCTIONALITY CLASS



QuickBooks is a financial software program currently being used by 92% of small to mid-sized businesses, and by individuals for tracking their personal finances.

This **lecture only** class will give you an overall basic foundation of the program. Topics will include which QB's program is right for you, how to set up a new company file, backing up and restoring a file, setting up your preferences, creating and using a chart of accounts and learning the features and functionality for everyday use.

The functionality taught will include entering and paying bills, setting up items, generating estimates and invoicing, receiving customer payments, making bank deposits, entering credit card charges, reconciling bank/credit card statements, job costing as well as creating and customizing financial reports.

Requires basic computer knowledge. Attendees must be 21 years of age older.

Classes will meet Tuesday nights for 6 weeks starting November 6th from 6:15 – 8:30 pm Payroll will be offered in a separate class in early 2013.

**Evergreen Park Public Library
9400 S Troy Avenue
Evergreen Park, IL 60805**

Instructor is Sharon Vetsch, Advanced Certified QuickBooks Pro Advisor 708/268-7363

Call to register 708/422-8522 or register online through the events calendar at www.evergreenparklibrary.org