

QUICKBOOKS BASIC

An Introduction to QuickBooks

A better way to run your business!

- Navigating Quickbooks
- Managing Expenses
- Setting Up Recurring Invoices
- Tracking Inventory
- Setting Up and Running Payroll
- Setting Up and Using Payments
- and more!

Evening Classes. Two 3-hour sessions.

**TUESDAY, SEPTEMBER 26, 2017 and
THURSDAY, SEPTEMBER 28, 2017**

6pm - 9pm

Cost: \$79 early registration (*by September 19*)
\$85 after September 19

Registration available online at
eventbrite.com or call 229.430.3867


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Call CBS at 229.430.3867 or email cbs@albanytech.edu for more information or to register for classes.