

QuickBooks 2019 Level I

If you've recently purchased QuickBooks or plan to in the near future we can help you learn the basics. Learn to create, use and maintain your books with ease. Keep track of your payables and receivables. The Clarion University SBDC, in partnership with the Clarion University Center for Accounting Education and Research, is offering QuickBooks Level I as an approved CPE 8 credit course.

This seminar will include:



- ◆ Setting up a company file
- ◆ Navigating the program
- ◆ Accounts Payable: entering/paying bills
- ◆ Accounts Receivable: invoicing customers/receiving payment
- ◆ Bank reconciliation

Instructor:

Corry Riley, Clarion University SBDC Business Consultant/QuickBooks Certified ProAdvisor

Date: Tuesday, January 7, 2020

Time: 8:30 am to 4:30 pm

(Registration begins at 8:15 am and On Your Own 1 Hour Lunch)

Where: Clarion University of Pennsylvania, 208 Still Hall, Clarion, PA 16214

[Directions](#)

Cost: \$199.00 for one 7-hour session. Save \$38.00 and register for both QuickBooks Level I and [QuickBooks Level II](#) classes for \$360.00

(Cost includes QuickBooks training manual)

How to Register:

(Registration Required)

Click [Register Online Now](#) above or Call the SBDC at (814) 393-2060 or

Toll free at 1 (877) 292-1843 or Email: sbdc@clarion.edu

Cancellation/Rescheduling Policy:

If you are registered for a class and are unable to attend, please notify the Small Business Development Center at (814) 393-2060 as other applicants may be waiting for the course. Substitutions can be made at any time and at no cost. The following cancellation/rescheduling policy applies to all classes unless noted otherwise: * 5 or more business days' notice: Full Refund or may reschedule * Less than 5 business days' notice: No refund.

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