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# QUICKBOOKS DESKTOP TRAINING

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JUNE 19TH & 26TH, 2019  
8:30AM TO 12NOON



City of  
**Los Banos**  
*At the Crossroads of California*

LOS BANOS COMMUNITY CENTER  
LOUNGE  
645 7TH STREET.  
LOS BANOS, CA 93635

FOR MORE DETAILS, VISIT

<https://bit.ly/2JANtCw>  
OR CLICK HERE



This 2 part hands on class will cover accounting basics and beyond such as:

- Setting up a company
- Reviewing the chart of accounts
- Working with Customers & estimates
- Reconciling a credit card statement
- Receiving payments & Making deposits
- Entering & paying bills
- Analyzing Financial Data
- Printing reports
- Tracking & Paying sales tax
- Payroll
- Q& A

Our expert Quickbooks ProAdvisor will teach you what it takes to efficiently and effectively use Quickbooks as your accounting system