

QuickBooks workshop

Beginning QuickBooks Workshop part two involves data entry.

This workshop teaches people how to fill out sales forms, memorize transactions, record customer payments, record deposits, enter bills, use accounts payable, pay bills, write checks, use registers, transfer money between accounts, and reconcile bank accounts.

Cost for Feb. 22 1:30-5pm class is \$25 for chamber members and \$40 for non-members. Registration is required – (775) 588.1728, ext. 303.