

# QuickBooks workshops for beginners

Beginning QuickBooks Workshop will teach people how to create and customize chart of accounts, enter and pay bills, use the check register, apply payments and make deposits, and reconcile bank statements.

Cost of the Feb. 15 1:30-5pm workshop is \$25 for members of Lake Tahoe South Shore Chamber of Commerce and \$40 for non-members. Registration is required.

The class is in Lake Tahoe Community College's Aspen Room, South Lake Tahoe.

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.

To register or for more information, call Emily Abernathy at (775) 588.1728, ext. 303.