



## QuickBooks Basics

**May 19, 2015**

**12:00 pm to 1:15 pm**



245 Market Street, Suite 200  
Johnstown, PA 15901  
814.535.8675 / [www.jari.com](http://www.jari.com)

Connect with us



**Cost:**

\$5.00/person for lunch

**Location:**

JARI Center for Business Development  
160 Jari Drive (Richland Township)

**The Presenter:**

Mary Ellen Denny, CPA, Sr. Consultant  
Wessel & Company

**“QuickBooks Basics” will provide a general overview of the QuickBooks software and will cover the following topics:**

- Selecting Company and User Preferences
- Chart of Accounts Setup
- Customers/Invoicing/Receive Payments
- Vendors/Billing/Pay Bills
- Bank Reconciliation
- Reporting

*This session is ideal for new users to the QuickBooks software.*



## QuickBooks Beyond the Basics

**June 10, 2015**

**12:00 pm to 1:15 pm**



245 Market Street, Suite 200  
Johnstown, PA 15901  
814.535.8675 / [www.jari.com](http://www.jari.com)

Connect with us



**Cost:**

\$5.00/person for lunch

**Location:**

JARI Center for Business Development  
160 Jari Drive (Richland Township)

**The Presenter:**

Mary Ellen Denny, CPA, Sr. Consultant  
Wessel & Company

**“QuickBooks Beyond the Basics” will provide a more in-depth review of QuickBooks software functionality and will cover topics such as:**

- Setup and Use Memorized Transactions
- Inventory Tracking
- Budget Entry
- Search Transaction History
- Customize Financial Statements and Month-End Reporting Items

*This Session is ideal for users that understand the basics of the QuickBooks software.*

# QuickBooks Sessions

12pm – 1:15pm

JARI Center for Business Development

## REGISTRANT INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Would you like to receive a registration confirmation (sent by email)  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Please choose one or both sessions:

QuickBooks Basics - May 19, 2015 \_\_\_\_\_

QuickBooks Beyond the Basics - June 10, 2015 \_\_\_\_\_

## PARTICIPANTS *(Please use a new form for additional participants)*

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

## PAYMENT INFORMATION

# of Participants \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** \$ \_\_\_\_\_

**This form is considered your invoice.** Payment should be made prior to the day of the event to reserve your seat.

Checks are to be made payable and mailed to:

**Johnstown Area Regional Industries, Attn: Katie Franklin, 245 Market Street \* Suite 200, Johnstown, PA 15901.**

**Note: No shows and cancellations after May 15th for QuickBooks Basics and June 8th for QuickBooks Beyond the Basics, will be billed for any seats that you had reserved that we were unable to fill.**

Please RSVP by May 15 if you are attending QuickBooks Basics or by June 8 if you are attending QuickBooks Beyond the Basics to **Katie Franklin**

Fax - 814.535.8677 / Email at [kfranklin@jari.com](mailto:kfranklin@jari.com).