

## **North Central Kansas Small Business Development Center**

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FOR IMMEDIATE RELEASE

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### **QuickBooks® Training for Small Businesses Set for October**

Linda Sutton, with the NCK Small Business Development Center, announces that QuickBooks® training for small businesses is scheduled in Concordia at OCK, Inc., 1502 Lincoln Street, during October 2009. These workshops will be taught by Scot Henderson, Certified QuickBooks Pro Advisor and public accountant with Long & Associates Public Accountants, Inc. Attendees are encouraged to bring your own laptop and QuickBooks file. Each class ends with a Q&A period. To register for a workshop, call 785-243-9913. All workshops require advance registration and only those pre-registered will be notified of cancellation. The workshop schedule for October is:

#### **Introduction to QuickBooks:**

- **Tuesday, October 13; 10:00 a.m. to Noon**

If you have ever considered using QuickBooks but have not “made the jump” this is a class for you. This class is a quick intro to QuickBooks to show owners of different types of businesses how using QuickBooks can save them time and money. Learn the true costs of using QuickBooks and its benefits. At what point is QuickBooks not the right solution? This class is offered free of charge but advanced registration is required.

#### **QuickBooks Advanced for Service Businesses:**

- **Tuesday, October 13; 1 to 5 p.m.**

You may be using QuickBooks, but are you getting the information you need? This class explores the use and implementation of QuickBooks in a service business. It goes through the use of estimates and invoicing to manage the sales process of your business. Then works through examples of accounts receivables and accounts payable management. Attendees will work on examples specific to their industry. Fee to attend.

#### **QuickBooks Advanced for Retail & Inventory Businesses:**

- **Tuesday, October 20; 1 to 5 p.m.**

You may be using QuickBooks, but are you getting the information you need? This class explores the use and implementation of QuickBooks to manage your invoicing and receivables, accounts payable and inventory. Fee to attend.

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the NCK SBDC by calling (785) 243-9913.

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