

# Comprehensive QUICKBOOKS



Bring Your Bills  
Bring Your Customer List  
Set Up (Or improve) Your Bookkeeping Set-up  
**GET IT DONE IN A DAY**  
Take your accounts back to your office

- Set up, perform transactions and issue reports
- Develop the Chart of Accounts and databases
- Inventory and sales tax, issuing estimates, invoices, sales receipts
- Introduction and Intermediate QuickBooks,
- Entering and paying bills, tracking
- Reports, templates, invoices, purchase orders

**Instructor: Carla Fallone, MBA**  
**CEO, Fallone Business Resources**



**\*\*Certificate Program\*\***

**2 sessions**  
**December 8 & 15**  
**9:00 AM- 5:00 PM**  
**The College of NJ**

**\$295**

Includes breakfast and lunch

**To register**  
**[www.sbdcnj.com](http://www.sbdcnj.com)**

The NJSBDC network ([www.njsbdc.com](http://www.njsbdc.com)) is the premier provider of comprehensive services and programs for small business in New Jersey. The organization, which consists of 11 centers statewide, helps businesses expand their operations, manage their growth or start ventures. The New Jersey Small Business Development Centers (SBDC) network is partially funded by the U.S. Small Business Administration, the State of New Jersey and The College of New Jersey. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made, if requested at least two weeks in advance by contacting 609.771.2947.

