



***We're excited to announce that we will be hosting a QuickBooks Online (QBO) training for Beginners.
The cost is \$150 with the option of virtual or in-person attendance.***

Please register here: <https://forms.gle/WhaDXtgFt3z7sVtu8>

For questions regarding content, please reach out to Barbara Hanson (bhanson@hintonburdick.com) or Candus Tibbitts (ctibbitts@hintonburdick.com). For questions regarding registration, please contact Amanda Pearce (apearce@hintonburdick.com).

QuickBooks Online for Beginners

Date: June 29th, 2022

Time: 8:30am – 12:30pm

Location: 63 S 300 E Ste100, St George

Virtually: Microsoft Teams (payment required to complete registration - a payment link will be sent to your email)

Topics:

- **Banking**
 - **Link my account**
 - **Reconcile my account**
 - **Create rules**
- **Accounts Payable**
 - **Enter Bills**
 - **Pay Bills**
 - **Credit Memos**
 - **1099 Reporting**
- **Accounts Receivable**
 - **Product & Service list**
 - **Enter estimates**
 - **Enter invoices**
 - **Receive payments**
 - **Record deposits**
- **Payroll**
 - **Employee Setup**
 - **Run payroll**
 - **Set up Deductions**
 - **Set up Company contributions**
- **Q & A**

Presenters: Barbara Hanson & Candus Tibbitts

We look forward to seeing you there!