

One-On-One Accounting Software Training

You've purchased your accounting software, now what? B & M Services, LLC. provides affordable, flexible, hands on training at your facility. This course is an introduction on how Quickbooks can meet your business needs.



*Learn the Basics of **QUICKBOOKS!***

Get the most out of your Quickbooks software.

A course for anyone who wants to learn accounting software; designed for entrepreneurs and small business owners. With this course you will learn the two basic functions 1) money coming in 2) money going out.

Course Outline:

- *Creating Invoices*
- *Entering Bill*
- *Creating Chart of Accounts and Item Lists*
- *Receiving Payments*
- *Printing Checks*
- *Creating Purchase orders; Receiving Merchandise.*
- *Creating Vendors & Customer accounts*

Courses are only offered in the evenings, call to schedule your available dates.

2 hour classes – 3-4 evenings.

All for just \$99 per person

Call today to schedule your training (914) 237-5088

B & M Services, LLC. also provides training on other accounting software such as Peachtree; MS Small Business Accounting, Quicken and MS Money.



**Be advised that B & M Services, LLC. is not a reseller of any of these accounting software products. You must purchase your own accounting software products or B & M Services, LLC. can provide you with a sample product.*