



At Your Leisure Series
Tyler Parks and Recreation Department
QuickBooks Fundamentals I & II
401 E. Front Street Suite # 141
Tyler, TX



Check off if one:

Series I: Tuesdays, June 16 & 23, 2009; 6-8 p.m. _____

Series II: June 20, 2009; 9 a.m.-1:45 p.m. _____

Series III: Oct. 13 and 20, 2009; 6-8 p.m. _____

Name: _____

Address: _____

Phone: Home _____ **Work** _____

Email Address: _____

How did you hear about this program? _____

Registration Fee: \$60.00 per person

Series I: The first session, June 16, will be working with lists and bank accounts, getting around QuickBooks, using forms and registers to enter data; defining the chart of accounts; adding customers, jobs and vendors; writing checks and reconciling bank accounts; tracking transactions paid with cash or credit cards. Part II of Series I, June 23, will consist of entering sales, receiving payments, making deposits, and entering and paying bills. Other series will offer same information.

Please send your payment to: Tyler Parks and Recreation Department
Attn: Ann Santana
2000 W Front Street
Tyler, Texas 75702

For more information please call Ann Santana at (903) 597-0781.

Office only: Date rec. _____ **Payment form** _____