

# SD CEO

South Dakota Center for Enterprise Opportunity

## QuickBooks Beginner Training

Learn the basics of QuickBooks  
in a traditional face-to-face workshop  
or save time and take it online!

**Register at [www.BHSU.edu/SDCEO](http://www.BHSU.edu/SDCEO)  
or call 605-642-6435**

### Face-to-Face Workshop

Thursday, Oct. 8

9 a.m.-4 p.m.

BHSU-Rapid City

Cost: \$199

Topics include:

- Creating a company file
- Create a chart of accounts
- Write checks/record deposits
- Reconcile bank statements
- Perform sales tax
- Run reports

### Five Week Live Webinar Series

Each Wed. Oct. 7-Nov. 4

Online: 10 a.m.-11 a.m. MDT

Cost: \$20/webinar or \$75 for all five

Webinars include:

- Getting Started with QuickBooks
- Working with Bank Accounts
- Entering Sales Information
- Working with Vendors and Payables
- Ways to be More Efficient Using QuickBooks



Presented by Leah Heidler, CPA

*QuickBooks Expert*

Leah Heidler, CPA, and member of the accounting and tax team of Casey Peterson & Associates, has been with the firm for over six years. Leah is a QuickBooks ProAdvisor and a regular presenter for the firm's online and face-to-face QuickBooks training classes. Leah works with a number of small businesses in the areas of accounting software setup, consulting, troubleshooting, as well as bookkeeping, financial reporting, payroll, and sales tax.



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