



2021 QuickBooks Training for Conservation Districts

Click on the webinar to register

The Pennsylvania Association of Conservation Districts has partnered with SEK CPAs & Advisors to offer a QuickBooks training program to conservation districts. Basic, advanced, and payroll sessions are included in the training. The webinars will be held August 12, September 9, and September 23, 2021, from 10:00 a.m. to noon. Descriptions of the webinars are provided.

[QuickBooks Basics](#)

August 12, 2021 | 10:00 a.m. to noon

The **QuickBooks Basics** course is designed to assist users in customizing and streamlining QuickBooks. You will leave this course with a better understanding of performing day-to-day tasks in QuickBooks. We will work through the setup of Accounts, Customers and Vendors, discuss the difference between paying bills and writing checks, as well as work through making deposits and recording transfers, bank reconciliations, and the best way to manage credit cards. Bonnie Aleshire, a QuickBooks Certified ProAdvisor at SEK, CPAs & Advisors will be the instructor. Learn more about Bonnie at <https://www.sek.com/about/staff/bonnie-s-aleshire>.

[QuickBooks Advanced](#)

September 9, 2021 | 10:00 a.m. to noon

The **QuickBooks Advanced** course will take a deeper dive into QuickBooks with a focus on the reporting functions. We will walk through customizing your home screen and show various shortcuts to gain efficiencies, as well as discuss Form 1099 setup and processing. We will explore reporting, including a review of the report lists, and work through customizing, filtering, and memorizing reports. Bonnie Aleshire, a QuickBooks Certified ProAdvisor at SEK, CPAs & Advisors will be the instructor. Learn more about Bonnie at <https://www.sek.com/about/staff/bonnie-s-aleshire>.

[QuickBooks Payroll](#)

September 23, 2021 | 10:00 a.m. to noon

The **QuickBooks Payroll** course will focus on processing payroll within the QuickBooks software. We will work through setting up payroll items for proper W-2 reporting, employees, payroll schedules, and payroll liability payments, including various tax payments, quarterly reporting, and year-end reporting. You will leave this session with a thorough understanding of efficiently and accurately processing payroll in QuickBooks. Bonnie Aleshire, a QuickBooks Certified ProAdvisor at SEK, CPAs & Advisors will be the instructor. Learn more about Bonnie at <https://www.sek.com/about/staff/bonnie-s-aleshire>.