

"QuickBooks 101"

A Comprehensive Introduction and Much, Much More

on Wednesday, January 11th, 2017 at 5:30PM

Register NOW!!

Cost

\$30 In advance

\$50 At the door

Instructors:

Bob Bloom,

SCORE Certified Mentor, Co-
Founder, Vice President &
Chief Officer of INK & Toner
USA



Jane Bloom,

This introduction to QuickBooks workshop is designed to teach you the basics of QuickBooks to use in running your business. The workshop is much more than just a cursory overview and will help you to understand:

- QuickBooks capabilities
- Versions of QuickBooks that are available
- Chart of Accounts
- Items List and how to set up QuickBooks Items
- Purchase orders and receiving merchandise
- How to add new customers and manage existing ones
- Entering sales receipts and invoices
- Entering and paying bills
- Receiving payments and making deposits
- Payroll and why you may not want to do this yourself
- Counting and adjusting inventory
- Generating reports and financial statements
- ... and much more

Looking forward to seeing you at this event.

Sincerely,

Co-Founder & President -
InkToner USA



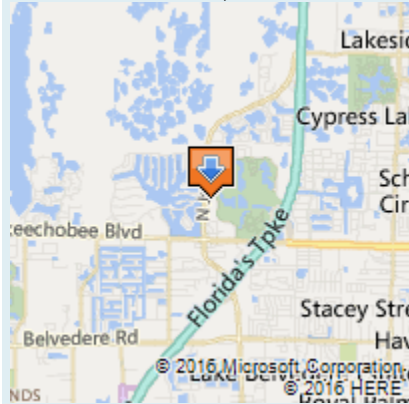
When

Wednesday January 11, 2017
from 5:30 PM to 8:00 PM EST
[Add to Calendar](#)

Where

Keiser University

2085 Vista Parkway
Room 105
West Palm Beach, FL 33411



[Driving Directions](#)

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Palm Beach SCORE

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West Palm Beach

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