

# WORKSHOPS

## for Entrepreneurs like You!



### QuickBooks 101: A Comprehensive Introduction and Much Much More

Wednesday, June 7th, 2017

[Register Here](#)

#### Cost

\$30 In advance, \$50 At the door  
*Cash or Check only accepted at  
the door.*

#### Instructors

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



Jane Bloom, Co-Founder &  
President - InkToner USA.



#### When

Wednesday, June 7, 2017 from  
5:30 PM to 8:00 PM EDT

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,

Larry Ornstein

[Add to Calendar](#)

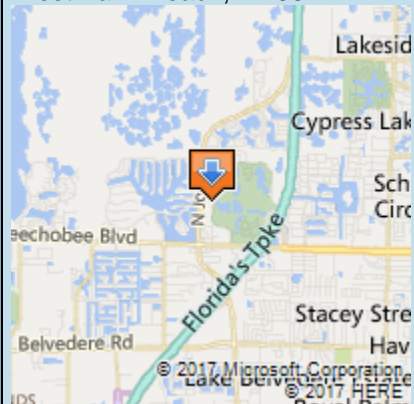
## Where

### Keiser University

2085 Vista Parkway

Room 105

West Palm Beach, FL 33411



[Driving Directions](#)

Vice Chair Education

Palm Beach SCORE

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