

Helping Businesses Start, Grow and Prosper!



QuickBooks *Getting Started*

Wednesday, July 22
8:30 a.m. - 1:00 p.m.
\$49.00 pp

Keller Graduate School of Management
DeVry University
6312 S. Fiddlers Green Cir.
Ste #150 E - Greenwood Village, 80111

Please register 48 hours in advance at www.SmallBusinessDenver.com

This introductory, interactive workshop will cover many topics on how to properly utilize the QuickBooks program. You will learn how to properly set up, back-up and store your company files. As you move through the class you will also receive valuable accounting and bookkeeping tips.

Learn How To:

- Customize the Chart of Accounts
- Create Invoices properly
- Receive payments via Cash, Check and Credit Card
- Reconcile bank accounts
- Create Financial reports

Receive a QuickBook starter kit at no charge for each participant.

All participants must park on the second level

Please arrive 15 minutes prior to class. Workshop will begin promptly at 8:30

www.SmallBusinessDenver.com ~ 303.795.0142

SBDC Funding Partners:



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Award & Sign

