

# Introduction to



## 2 SESSIONS OFFERED FOR YOUR CONVENIENCE:

Tuesday, September 13th, 12:00-1:30 pm (Lunch & Learn)

OR Thursday, September 15th, 5:00-6:30 pm

Cottonwood Business Assistance Center, 821 N Main Street in Old Town Cottonwood

Call to register, space is limited! (928) 340-2741



### INTRODUCTION TO QUICKBOOKS SEMINAR

Presenter: Ben Shor, Certified QuickBooks ProAdvisor

This **FREE** seminar is for individuals who are considering purchasing QuickBooks, or have already purchased it but have not yet used it. The seminar will provide you with an overview of QuickBooks, so you have a basic understanding of how it works.

This seminar will review:

- Many aspects of QuickBooks, including setting up customers, invoicing, paying bills, reconciling accounts, producing financial reports, paying sales tax, and many other facets of this software program
- The differences between QuickBooks Pro, Premier, Mac, the Online versions of QuickBooks, and Quicken

QuickBooks will be projected on a screen, so that you can see what it looks like and how it works. Ben will answer your QuickBooks questions during and after the presentation. Bring a snack and your notebooks. Be prepared to take notes!

