

QuickBooks

Learn How to Use QuickBooks for Your Business
And Other Vital Information for Business Owners

5 Sessions | \$99 per session Includes: All Materials

Attend all 5 sessions to utilize QuickBooks thoroughly,
or choose just the topics you need.

Mondays
6 pm – 8 pm

Henderson Business Resource Center | Seminar Room
112 Water Street, Henderson, NV 89015

Presented by
CanDee Baker - Baker's Bookkeeping & Tax Services
Guest speaker: Mary Marriott



Call for available class sessions and times.

1 Sales

I want to get paid! – Create customized invoices specific to your business and enter customer information for sales.

2 Accounts Receivable and Accounts Payable

My customers paid and I owe vendors. – Learn how to receive payments from your customers. We'll teach you the basics of entering and paying bills.

3 Inventory

I have product sitting on shelves but don't know what I have. – Set up products you are selling so you can track your inventory accurately and create purchase orders within QuickBooks.

4 Employees

I'm growing and had to hire help! – Learn to set up employees, process payroll, pay payroll taxes and create payroll returns.

5 Cash Management and Financials

Cash is King and so are correct reports. – Learn to manage your cash flow and read your financials so they make sense to you and you can make educated decisions about your business.

For more information visit
www.bakersbookkeeping.com
or call 702.992.7230