



6 CPE Credits: Financial Tools For Your Business - 3 workshop series - 11/05/2019 - C0224

When

Tuesday, November 5, 2019 from 10:00 AM to 12:00 PM EST

[Add to Calendar](#)

Instructors:



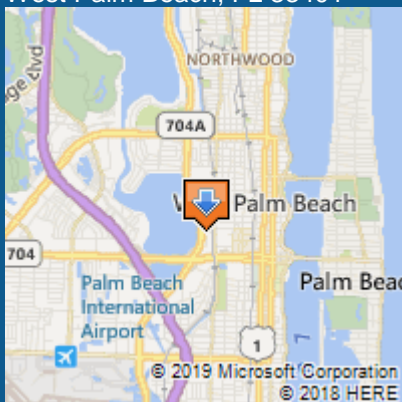
Richard Calcote, CPA
Associate Chair, Education & SCORE Mentor



Sheree L. White, SCORE Mentor & President/Chief Solutions Officer of
Business Services 4 U LLC

Where

SCORE Learning Center
500 S. Australian Ave
Suite 115
West Palm Beach, FL 33401



[Driving Directions](#)



Program Level: Basic.

Field of Study: Management & Organization.

No prerequisites or advance preparation necessary. SCORE Palm Beach is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.

State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org

Basic Excel (Nov 5, 10AM-12PM)

Learn how to start using Excel to help manage your business' finances. In this workshop we will go through the basics of setting up a simple spreadsheet and how to format the cells for the type of information you want to report. We will go over basic formulas, how to auto fill, make simple charts, and then print and save your data., At the end of this workshop, you will understand how to start working with Excel, and how to explore additional functions on your own.

QuickBooks 101 (Nov 12, 10AM-12PM)

This introduction to QuickBooks Desktop is designed to teach you the basics of QuickBooks Desktop so that you can use it to keep your business financial records. This workshop is more than a cursory overview and will help you to understand:

- Versions of QuickBooks that are available
- Chart of Accounts
- Items List & how to set them up
- Purchase orders & receiving merchandise
- Add new customers & manage existing ones
- Entering sales receipts & invoices
- Entering & paying bills
- Receiving payments & making deposits
- ... and more

QuickBooks On-Line (Nov 19, 10AM-12PM)

This introduction to QuickBooks Online workshop is designed to teach you the basics of QuickBooks Online so that you can use it to keep your business financial records. This workshop is more than a overview and will help you to understand:

- Why choose QuickBooks Online
- Versions Available
- Charts of Accounts
- Products & Services
- Purchase Orders
- Adding Customers & managing existing ones
- Creating Sales Receipts & Invoices
- Entering & paying bills
- Receiving payments & making deposits
- ... and more

Fee:

For This Certificate Program (All 3 Workshops):

- \$59 Early Bird (By Oct 29)
- \$79 (After Oct 29)
- \$89 at the door fee

OR

For each individual workshop:
\$25 Online Registration, \$30 At the door

[Get more information](#)

Register Now!

[I can't make it](#)

We are looking forward to welcoming you at our event.

Sincerely,

Richard Calcote
SCORE Palm Beach
richard.calcote@scorevolunteer.org
561-833-1672



THANK YOU TO OUR SPONSORS

DIAMOND SPONSORS



GOLD SPONSORS



SILVER SPONSORS



[Forward email](#)

Constant Contact is a proud sponsor of SCORE



[SafeUnsubscribe®](#)

This email was sent to updates@gladesinitiative.org, by scorepalmbeach@gmail.com
[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#)

SCORE Palm Beach | 500 S. Australian Ave | Suite 115 | West Palm Beach | FL | 33401