



# Palm Beach

FOR THE LIFE OF YOUR BUSINESS



## 5 CPE Credits: Financial Tools For Your Business

### When

Thursday, November 1, 2018 from  
[Add to Calendar](#)

### Instructors:



Richard Calcote, CPA  
Associate Chair, Education & S



Palm Beach SCORE is proud to acknowledge  
National Veterans Small Business Week, 10/30-11/3

We'll be celebrating veterans, service members, National Guard and Reserve members, and military spouse entrepreneurs throughout the month of November by offering them workshops for FREE held in November that are registered during the month of November.

Just use the code "VETERAN " when registering.

Thank you for your service.

### Basic Excel 9:00 AM - 10:30 AM, 1.5 CPE Credits

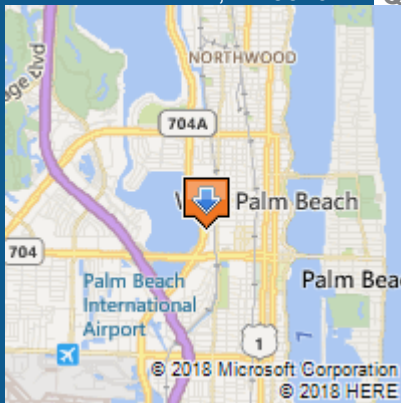
Learn how to start using Excel to help manage your business' finances. In this workshop we will go through the basics of setting up a



Sheree L. White, SCORE Mentor

### Where

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



### Driving Directions



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, 10:30 AM - 12 PM, 1.5 CPE Credits**

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, 12 PM - 2 PM, 2 CPE Credits**

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 an overview and will help you to understand:

- Why choose QuickBooks Online
- Versions Available
- Chart 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  
Asll 3 Workshop:  
\$59 Early Bird, By October 26  
\$79 After October 26  
\$89 At the door

#### **OR**

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

*Program Level - Basic Recommended Field of Study - Business 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.nasbregistry.org](http://www.nasbregistry.org).*

[Get more information](#)

**[Register Now!](#)**

[I can't make it](#)

We are looking forward to welcoming you at our event.

**Sincerely,**

Larry Ornstein

Palm Beach SCORE

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561-833-1672