

## About the Instructor for Quickbooks Accounting

Linda Logan is the President of Fiscal Foundations, a firm with the goal of supporting small businesses and non-profit organizations with professional bookkeeping and accounting services tailored to the needs of each client.

The firm's services include:

- Quickbooks setup and support
- Full range of bookkeeping services, on and off site
- Accounting review and file clean up
- One-on-one or group training
- Highly experienced professionals skilled in a variety of software packages.

## Other Workshops Offered by Minneapolis SCORE

**Business Plan** – Get hands on assistance to begin or review your own business plan.

**Income Taxes for One-Owner Businesses** – Learn tax basics to properly file your taxes as a sole proprietor or one-person LLC.

**Using the Web to Grow Your Business** – Learn the basics to optimize your website.

**Going into Business** – A 5-hour exposure to key areas of starting a new business.

**To register, call (952) 938-4570 or go to [www.scorempls.org](http://www.scorempls.org)**

## About SCORE

Formed in 1964, SCORE is a nonprofit organization that works with the U.S. Small Business Administration. We provide a valuable public service by offering advice, training and support to small businesses.

The Minneapolis chapter of SCORE is one of the nation's oldest, and operates with 100+ active volunteer counselors who last year helped 4,000+ clients with free counseling and focused planning workshops. Our volunteers are working/retired business owners, executives and corporate leaders with broad industry experience in every important business management discipline.

SCORE is a resource partner of the United States Small Business Administration (SBA). All SBA funded programs are extended to the public on a nondiscriminatory basis. SCORE services are provided without regard to race, color, national origin, gender, age, and disability. Persons with disabilities may request reasonable (special) accommodations (with a two-week advance notice). For special accommodations, please contact the Minneapolis SCORE Chapter 2. The material in this publication is based on work supported by the U.S. Small Business Administration under cooperative agreement SBAHQ-06-S-0001. Any opinion, findings and conclusions or

## SCORE®

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# Quickbooks Accounting

## Master the Fundamentals Eliminate the Frustration



**Counselors to America's  
Small Businesses**

# SCORE®

# We help you start a business, grow a business and stay in business!

## The SCORE Difference

SCORE workshops help you acquire and build the skills you need to start and succeed in your own small business.

At SCORE workshops, you will experience “the SCORE difference” – training by business owners and executives with extensive business experience, or by outside experts who volunteer their time to assist in presentations on selected topics.

The SCORE difference sets our workshops apart from others. Their value is attested to by thousands who have attended, and been satisfied with, prior workshops.

In addition, you receive **free follow-up counseling** to address detailed questions.

Counseling can be done face-to-face, via email or telephone. All counseling is free and you can come back for more as often as you choose, for as long as you like.

Email counseling on unique or very specific questions can be obtained by accessing the SCORE national website at [www.score.org](http://www.score.org).

Bookmark the SCORE national website ([www.score.org](http://www.score.org)) and the one for the Minneapolis chapter ([www.scorempls.org](http://www.scorempls.org)) to quickly reach us, our counselors and for help with all of your business questions.

## Quickbooks Fundamentals

This 3-hour workshop uses a classroom setting and deeply-experienced presenter to cover the basics of using Quickbooks and its key features. A free copy of Quickbooks Simple Start is included with attendance. Attendees should have a basic grasp of accounting; if not, they should consider Accounting for Non-Accountants (see panel at right). The instructor will use PowerPoint and Quickbooks to demo:

- Setup and the Company File
- Chart of Accounts and various lists
- Customers and sales
- Vendors and expenses or purchases
- Banking, deposits and credit cards
- Financial statements and reports
- Journal entries, etc., as time allows.

## A Helpful Prerequisite in Accounting for Non-Accountants

This training, offered as a 60-minute recorded webinar on a CD comes with hardcopy printouts of slides and is perfect for those who lack a solid understanding of accounting. Given that Quickbooks **is an accounting system**, many find this training helpful before they attend Quickbooks Fundamentals. The training includes:

- Why care about accounting
- Terminology of accounting
- Basic Financial Statements
- Underlying Concepts
- Tools for accounting

<input type="checkbox"/> <b>YES, I want to attend your Quickbooks workshop!</b> on Date Of: _____	
<input type="checkbox"/> <b>Quickbooks Fundamentals, \$50.</b>	Preregistration preferred; add \$10 for walk-ins.
<input type="checkbox"/> <b>Webinar CD on Accounting for Non-Accountants, \$35. Play it any time, any place.</b>	
<input type="checkbox"/> <b>SAVE \$10. Order both for \$75.</b>	
See the <b>SCORE Workshops Schedule</b> brochure for dates and locations or visit <a href="http://www.scorempls.org">www.scorempls.org</a> .	
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