

What is SCORE?

SCORE is a nonprofit association dedicated to educating entrepreneurs and helping small businesses start, grow, and succeed nationwide. SCORE provides counseling services to start up businesses and works with any business through the challenges that they face in today's market place. SCORE's services are always confidential and free.

Workshop & Seminar Instructors

All Pottstown SCORE courses are taught by experienced members of SCORE and outside practitioners recognized as experts in their specific fields. You will learn practical, real-life information on how to start and operate a small business.

Instructor for This Seminar

Scott Rakowski, CPA

Rakowski and Company
Pottstown, PA

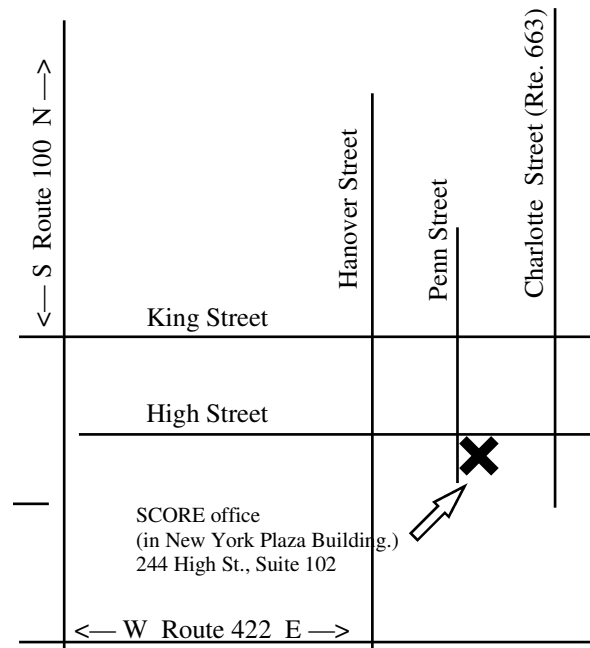
SCORE

Counselors to Americas Small Businesses
Pottstown **SCORE** Chapter 594
**Serving, Montgomery, Chester,
and Berks Counties**
New York Plaza
244 High St., Suite 102
Pottstown PA 19464
(610) 327-2673
www.pottstownscore.org
Fax (610) 327-0150
Email: info@pottstownscore.org

Directions

To the Pottstown SCORE Office:

- Exit Route 422 at Route 100 North and proceed to the first traffic light at the intersection of King Street (Route 663).
- Turn right onto King Street and proceed to the intersection of Hanover Street.
- Turn right onto Hanover and proceed one block to High Street.
- Turn left onto High Street and proceed to Penn Street, the first traffic light. The New York Plaza Building is on the right at the traffic light.
- Turn right into the Penn Street alley. Parking is in the rear of the New York Plaza Building. Use the first floor entrance from the parking lot.



Pottstown

SCORE

Small Business Workshop Series

Quickbooks 101

Workshop attendees are expected to bring a laptop computer with a fully charged battery and **QuickBooks 2008** or later already **installed**.

Print your name(s) here:

Course(s) and Date(s):

QuickBooks 101

Your Home Telephone Number:

Your Business Telephone Number:

Your Complete Mailing Address:

Amount of Fee Enclosed:

E-mail address:

Your Business and what you want to learn:

Send separate check or money order for each person payable to SCORE. Mail this form and payment to: SCORE, 244 High Street, Suite 401, Pottstown, PA 19464. Fees are not refundable. Form should be mailed at least one week prior to the course date to ensure space.

Detach here and mail with your checks.

Remember: Workshop attendees must bring laptop computer with **QuickBooks 2008** or later **already installed**.

And a **fully charged battery**—Only limited power outlets are available.

QuickBooks 101

Entrepreneurs, business owners and anyone who needs to understand the how to set up and use QuickBooks will find this seminar informative.

The information of this seminar will provide the attendees insight into how to use QuickBooks to handle day to day business transactions.

Topics:

- Setting up a new company
- Chart of Accounts – setup, changes, numbers or names?
- Inventory – methods, uses, interaction with Cost of Goods
- Sales Tax – setup, payments and discounts
- Invoicing
- Entering and paying bills
- Receiving payments, making deposits
- Bank Reconciliations
- Using a check register
- Reports – which to use and why
- Q & A

Workshop Date

Monday, October 17
Registration

7:00 -9:30 PM
6:45 PM

Workshop Pre-requisite

All participants are **required to bring a laptop computer that has QuickBooks 2008 or later installed**. The laptop battery must be capable of operating for the 2½ hours of the workshop as power outlets are not available.

Workshop Fee

Each course costs \$25. There is 50% off the course fee for each additional person . All fees are non-refundable.

Make checks payable to Pottstown SCORE and mail to:

SCORE Chapter 594
244 High Street, Suite 102
Pottstown, PA 19464.

Seminar is conducted at the Pottstown SCORE Office, in the New York Plaza Building, 244 High Street, Suite 102, Pottstown, PA 19464.

Visit our website to learn of other workshops and seminars for the small business person offered by Pottstown SCORE..
www.pottstownscore.org.