

# QuickBooks 2009

**Instructor: Jennifer Pontinen**  
Business Consultant  
Small Business Development Center  
QuickBooks Certified ProAdvisor

**Date:** Friday, November 13, 2009

**Time:** 9:00 AM—4:00 PM

**Cost:** \$99.00

**Location:** Mesabi Range College  
Eveleth Campus—Room 208



## Putting Financial Management to Work for Your Business: A Practical Introduction to QuickBooks

Bolster your understanding of business accounting principles while learning how to manage your financial transactions with QuickBooks.

- Create invoices & reports
- Setup accounts, customers, vendors, items and jobs
- Enter and process checks, bills, and payments
- Reconcile bank accounts (and what to do if they don't!)
- Tips and tricks for working faster and more efficiently in QuickBooks.

# QuickBooks 2009

**Instructor: Jennifer Pontinen**  
Business Consultant  
Small Business Development Center  
QuickBooks Certified ProAdvisor

**Date:** Friday, November 13, 2009

**Time:** 9:00 AM—4:00 PM

**Cost:** \$99.00

**Location:** Mesabi Range College  
Eveleth Campus—Room 208



## Putting Financial Management to Work for Your Business: A Practical Introduction to QuickBooks

Bolster your understanding of business accounting principles while learning how to manage your financial transactions with QuickBooks.

- Create invoices & reports
- Setup accounts, customers, vendors, items and jobs
- Enter and process checks, bills, and payments
- Reconcile bank accounts (and what to do if they don't!)
- Tips and tricks for working faster and more efficiently in QuickBooks.



Community Education  
1001 West Chestnut Street  
Virginia, MN 55792



Community Education  
1001 West Chestnut Street  
Virginia, MN 55792