



QuickBooks 101 (Desktop)

Learn How to Set Up Your Company with QuickBooks

- **Selling:** invoices, sales receipts, payments, deposits, credit memos, and customer statements
- **Buying:** bills, bill payments, checks, bill payment stubs, and credit memos
- **Inventory:** purchase orders, receive items, adjust inventory
- **Sales Taxes:** set up, adjust, pay, and report sales taxes



\$20 TRAINING

May 26 | 1-4PM | The Launch Pad + Zoom
391 Front St, Suite E, Grover Beach

SBDC.CALPOLY.EDU/EVENTS

Presented by Damon Watkins

Director Of Finance And Operations at Cal Poly Corporation

Damon is a motivated, personable business professional with a 15+ year track record in multiple aspects of financial control, management and policies/procedures.



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