

Pasco-Hernando County SCORE Chapter 439

Presents

Introduction to QuickBooks

This two-hour seminar is designed for persons planning to start a business, or who have recently started a small business, but who have not yet set up an effective record keeping system. The seminar is a basic hands-on introduction to QuickBooks, the popular automated business record keeping system. Note that this is an introduction to QuickBooks, i.e., not designed for the experienced QuickBooks user

Presented by

Mike Kouremetis holds a bachelor's degree in mathematics from the University of Florida and an MBA from the University of Kentucky. Mike has held executive positions in technology operations for Nationwide Insurance and Bank One Corporation. Previously, Mike was an executive in the strategic outsourcing practice within IBM Global Services. During his 31 years with IBM, he held a number of increasingly responsible roles in IBM's internal information technology, industry solutions, and managed several services businesses.

and

George Motran holds a Bachelor Degree in Accounting and Management from the University of Montreal. He is a member of the Institute of Management Accountants, Tampa Chapter. George brings over thirty years of management and accounting experience to the Pasco community, having worked as a Controller, General Manager, and a Consultant for both national and international Fortune 500 companies, such as Tyson Foods, Multifoods Inc., Cascades NA, and Novartis.

Highlights (Teaching Points) Of This Seminar

- **Installing QuickBooks**
- **Creating a Company by Interview**
- **Setting up Checking & Other Accounts**
- **Choosing a Chart of Accounts**
- **Opening Entries for a Business**
- **Entering Deposits & Writing Checks**
- **Entering Vendors**
- **Setting Up Items & Creating an Invoice**
- **Keeping an Initially Simple System**

WHEN: Usually, from 5:30 to 7:30 on weeknights. Specific dates and locations may be found by calling the SCORE office at (727)-842-4638, or by logging on to www.score439.org and clicking "Seminars".

WHERE: At various libraries or at the SCORE office in the Bank of America building: 6014 US Highway 19, New Port Richey. Park in rear of the building, enter the rear door, and take the elevator to Suite 302 on the third floor.

Excellent handouts are provided to all participants, but space may limit participation. Pre-registration is preferred. Please sign up on our website (www.score439.org). This program is available to the general public.