CITY OF SAN BERNARDINO
Economic Development Agency

Office of Business Development

CALIFORNIA SBDC
Inland Empire

IN PARTNERSHIP WITH...

PRESENTS...

QuickBooks 101

Learn how to do QuickBooks the right way!

Come learn how to use QuickBooks from a QuickBooks ProAdvisor. Al Gohary of the Inland Empire Small Business Development Center will discuss the necessary steps to increase your knowledge of QuickBooks and improve productivity. You will learn everything from company set-up to data entry.

Some of the topics this seminar will cover:

- **Introduction to Financial Management**
- **Why Accounts are Important**
- **Getting Started With QuickBooks**
- **Managing Sales & Customers**
- **Managing Expenses & Vendors**
- **An Overview of Reports**

This seminar will provide useful information that will help you establish and maintain an effective accounting system.

Space is limited! For more information please call (909) 963-5026 or register online at

www.sbbizresource.com

Instructor
Al Gohary, SBDC

The Inland Empire Small Business Development Center (SBDC) is the region's premier provider of business consulting and training services for the existing and aspiring business owner. The SBDC delivers quality consulting, instructive and relevant training and complete resources to over 5,000 business prospects every year.

Date: Tuesday, February 21st
Time: 9am-12pm
Cost: Free
Location: 201-B North "E" Street, Suite 200 San Bernardino, CA 92401

Free parking is available in the parking structure just past Big 5 Sporting Goods. For easy access, park on the top floor of the structure, enter the building, and take the elevators down to the 2nd floor.

CITY OF SAN BERNARDINO, EDA
OFFICE OF BUSINESS DEVELOPMENT

The OBD is a department under the City of San Bernardino Economic Development Agency.
**Reasonable accommodations for persons with disabilities will be made, if requested at least two weeks in advance.
Contact Monique Fell 909-963-5011, 201-B North "E" Street, Suite 200, San Bernardino, CA. 92401.