



Saugeen

Economic Development Corporation
A Community Futures Development Corporation

Our location:
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Map Directions:
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We provide the opportunity to work with a business trainer and interact with other business owners to gain new ideas, growth strategies and success tools.

In-House Workshops



If you want to streamline your bookkeeping but are having trouble understanding the software, this workshop is for you!

QuickBooks Beginner & Intermediate

Join us for these **two sessions** that will show you how to process your small business bookkeeping in QuickBooks and produce basic financial reports. Gain confidence working with this popular financial tool and build on your bookkeeping and record-keeping skills

- ✓ Create invoices and record cash sales
- ✓ Receive payments & make deposits
- ✓ Set up your bill payments
- ✓ Write cheques
- ✓ Do a bank reconciliation
- ✓ Process credit card charges
- ✓ Track and pay sales tax
- ✓ Backup & restore your data

Wednesday, September 20 & 27, 2017

6 – 9 PM

Presenter: Mary-Anne Markle has over 30 years' experience in bookkeeping, accounting and business training.

***Register early: limit of 8 per class! Bring your laptop.
Trial program provided upon registration***

Pre-registration required/\$50 per session
"No Charge for Business Excellence Training Program Clients"