



# QuickBooks 101

**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

**March 18**

**1-4pm**

**Zoom Webinar**

**Register for \$20 at:**

[bit.ly/quickbooks101sbdc](http://bit.ly/quickbooks101sbdc)

**Presented by Damon Watkins**

**Director Of Finance And Operations at Cal Poly Corporation**



Damon Watkins is the Director of Finance & Operations for Cal Poly Corporation. He is a motivated, personable business professional with a 15+ year track record in multiple aspects of financial control, management and policies/procedures. He prides himself on having strong communication skills, and is accustomed to working with sensitive and confidential records, always protecting and maintaining confidentiality.



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