

Monday & Wednesday,  
September 13 & 15,  
2010  
5:00 – 9:00 p.m.

Lyndon, KS  
Lyndon Elementary School  
421 East 6<sup>th</sup> Street  
IDL Room

**Registration Required:**  
Workshop Fee: \$75.00  
*Light Dinner Provided*  
*Space Limited, Call*  
*TODAY!*

**To Enroll Contact:**  
Osage County Economic  
Development Office at  
785-828-3242 or email:  
[oscoed@osageco.org](mailto:oscoed@osageco.org)

# QuickBooks Basics

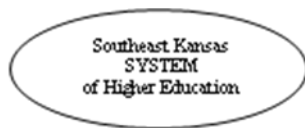
Hands-on workshop demonstrating how to use QuickBooks to its full potential. This introductory course will cover the following topics:

- Set-up Chart of Accounts
- Reconcile your checking account
- Create and print invoices, receipts and statements
- Track your payables, inventory and receivables
- Create Estimates
- Generate Reports
- Set-up Company file and preferences

For answers to these and other QuickBooks questions, plan to attend "QuickBooks Basics" in Lyndon on Monday and Wednesday, September 13 & 15, presented by the ESU Kansas Small Business Development Center. Sponsored by Osage County Economic Development. This workshop is partially funded by a USDA Rural Business Enterprise Grant.

**Workshop Presenter:** Nicole Mortensen, Accountant, has an undergraduate degree from Northwest Missouri State University in Public Accounting and a MBA with an emphasis in Accounting from Emporia State University. She worked for TPP, LLP in Overland Park for a year and a half before moving to Emporia and has been with Pool & Wright, Chartered for the last six and a half years. Nicole has taught QuickBooks classes at the Flint Hills Technical College for two years. She is currently working on her CPA license.

“Funded in part through a Cooperative Agreement with the U. S. Small Business Administration.”



*Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Gwen Spade at the Kansas Small Business Development Center at Emporia State University at 620-341-5308. Emporia State University is committed to equal employment opportunity, equal educational opportunity, and non-discrimination in the operations and administration of all University programs and services.*