

**Seminar Location:**

221 Dana Engineering Bldg  
Bucknell University, Lewisburg

**Date/Time:**

January 14, 2010  
9am – 3pm  
(Registration 8:30am)

**Fee:** \$100 (includes 1-year (12 issues) subscription to Inc. and 1-yr (4 issues) subscription to Susquehanna Business Life magazines)

Veterans are welcome at no cost.

**Presented by:**

Diana Dorman  
Advanced Certified QuickBooks Pro Advisor

**About the Presenter:**

Diana Dorman has more than 15 years' QuickBooks experience training and consulting with small business owners.

**What you will learn:**

We will be looking at all the tools you never had time to learn like:

- Reminders
- To do lists
- Group reporting
- Keyboard shortcuts
- Importing from Excel to update lists
- Exporting for improved reports and budgeting
- Exporting and importing from one company to another
- Copying templates
- Downloading templates from Intuit website
- And More...

**Upcoming QuickBooks Classes:****March 17, 2010, 9am-3pm****Basic**

- System requirements
- Choosing the appropriate version of QuickBooks
- General navigation
- Setting up your company
- Working with and editing the chart of accounts

**March 18, 2010, 9am-3pm****Intermediate**

- A/P & related transactions
- Using credit cards properly in your company
- Getting ready for invoicing
- Setting up items
- Customizing your invoice
- Adding a business logo

**March 19, 2010, 9am-3pm****Advanced & Payroll**

- Payroll options
- Setting up payroll items, employee, and sick & vacation
- How to create and print paychecks
- Process payroll liabilities
- Creating your 941 form and year end W2's and W3's

Request free confidential business consulting at:

<http://www.bucknell.edu/x8095.xml>

**Standard-Journal**

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**Complete and return the registration form today!**

I plan to attend "Master Tips for the QuickBooks User" January 14, 2010. Enclosed is a check for \$50 payable to: Bucknell University SBDC, Lewisburg, PA 17837

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I am a:

Veteran  Female

Disabled  Male

Minority Person

Business Owner

SBA Loan Recipient

Add to SBDC mailing list?  Yes  No



Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Please contact Shelley Gadoury, Bucknell SBDC, 112 Dana Engineering Building, Lewisburg, PA 17837, phone 570-577-1249.

BUCKNELL SMALL BUSINESS  
DEVELOPMENT CENTER

The Bucknell SBDC was created in 1978 and is located in the Dana Engineering building on the university campus.

The purpose of the SBDC is to serve as an educational research resource for small businesses. We help small business owners enhance their knowledge of business management through individual consultations, seminars, and pre-business workshops. We also help small businesses obtain data and analysis that are generally unobtainable to them on their own.

With the exception of seminars, the counseling services provided by the SBDC are free. Funding is received from the U.S. Small Business Administration, the Commonwealth of Pennsylvania and Bucknell University.

In addition to SBDC staff consultants, Bucknell faculty and staff along with student interns are used to provide counseling services for small businesses.

Areas of assistance provided by the SBDC include:

- Accounting and record keeping
- Applied engineering services
- Business startup procedures
- Business plan development
- E-Commerce
- Financial analysis
- Human resources
- Marketing and sales
- OSHA requirements

**Bucknell SBDC Staff**

Jon Vernam: Director  
Steven Stumbris: Asst Director for  
Technical Consulting  
Shane Cohen: Project Manager  
Maureen Hauck: Asst Director for  
Business Consulting  
Anthony Kidd: Business Analyst  
Judy Christ: Training Coordinator  
Shelley Gadoury: Office Assistant

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An accredited affiliate of a national  
network of  
Small Business Development Centers

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Weather or other emergencies may require the Bucknell SBDC to cancel or delay a seminar. When this occurs, the information will be posted on our website at [www.bucknell.edu/sbdc](http://www.bucknell.edu/sbdc), local radio stations will be informed, or you may call the Center at 570-577-1249. The Center will also make every effort to contact those registered for the seminar.

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Funding support and resources are provided by the Commonwealth of Pennsylvania through the Department of Community and Economic Development; through a cooperative agreement with the U. S. Small Business Administration, and through support from Bucknell University. All services are extended to the public on a non-discriminatory basis. Special arrangements for persons with disabilities can be made by calling (570)577-1249. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.

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for the  
QuickBooks User”**

Presented by

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Certified QuickBooks Pro Advisor

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**Small Business Development Center  
Bucknell University**

*Helping businesses start, grow, and prosper.*

***“Helping Businesses Start,  
Grow, and Prosper”***

**Bucknell SBDC  
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