

Seminar Location:

221 Dana Engineering
Bucknell University
Lewisburg, PA 17837

Date/Time:

Basic

Oct 12, 2009, March 17, 2010 (9am-3pm)

Intermediate

Oct 13, 2009, March 18, 2010 (9am-3pm)

Adv & Payroll

March 19, 2010 (9am-3pm)

Registration 8:30am

Fee: \$100 each day Veterans are welcome at no cost. Includes a one year subscription (12 issues) to Inc. magazine, valued at \$10.

Presented by:

Diana Dorman
Advanced Certified Quickbooks Pro
Advisor

About the Presenter:

Diana Dorman has 15 years' Quickbooks training experience. She is an independent consultant to small business clients. Diana trained under Real World Training.

Topics to be discussed:

Basic

- System requirements
- Choosing the appropriate version of Quickbooks
- General navigation
- Setting up your company
- Working with and editing the chart of accounts
- Proper procedure for creating your beginning balances
- Setting up vendors and customers
- Company preferences

- Creating transactions like deposits, checks, transferring funds
- Creating classes for detailed information
- Reconciling your bank account
- Getting standard QB reports

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
- Creating invoices, sales receipts, and credit memo/refunds
- Receiving payments the right way on invoices and making deposits
- Creating estimates
- Working with inventory
- Setting up finance charges
- Working with sales tax
- Memorizing reports and using memorized transactions

Advanced and 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
- Using time sheets for more information
- Getting the right payroll reports for tax purposes
- Exporting payroll data to Excel

Standard-Journal

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Complete and return the registration form today!

I plan to attend Quickbooks ___Basic, ___Intermediate, ___Adv & Payroll. Enclosed is a check payable to: Bucknell University SBDC, Lewisburg, PA 17837

Name: _____
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Address: _____
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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: Education Programmer
Shelley Gadoury: Office Assistant

An accredited affiliate of a national
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Small Business Development Centers

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, 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.



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.

**“Quickbooks for
Small Business Owners”**
(Basic, Intermediate & Adv & Payroll)

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Helping businesses start, grow, and prosper.

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Prosper”***

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