

**Seminar Location:**

SBDC Business Education Center  
Room 308, DeWitt Building  
416 Market Street, Lewisburg, PA

**Date/Time:**

March 14 Basic 9am – 3pm  
March 15 Intermediate 9am – 3pm  
March 16 Advanced 9am – 3pm

**Registration 8:45am**

**Fee: \$75 each class** Veterans are welcome at no cost. Includes a one year subscription (12 issues) to Inc. magazine, valued at \$10, and a one-year subscription to Susquehanna Business Life magazine

**Presented by:**

Diana Dorman  
Certified Quickbooks Pro Advisor

**About the Presenter:**

Diana Dorman has more than 15 years’ Quickbooks training experience. She is an independent consultant to small business clients.

**Topics to be discussed:**

**Basic**

- System requirements
- Choosing the appropriate version of Quickbooks
- General navigation
- Setting up your company
- Chart of accounts
- Opening balances
- Setting up vendors & customers
- Company preferences

- Creating transactions like deposits, checks, transferring funds
- Creating classes for detailed information
- Reconciling your bank account
- And more

**Intermediate**

- Accounts payable
- Credit cards
- Setting up items
- Customizing your invoice
- Creating invoices, sales receipts, and credit memo/refunds
- Posting payments and making deposits
- Creating estimates
- Working with inventory
- And more

**Advanced & Payroll**

- Using purchase orders
- Creating sales orders
- Working with price levels
- Using forms & letters
- Creating labels
- Importing lists from Excel
- Exporting reports to Excel
- Overview of payroll

Attendees are encouraged to take along their personal laptops.

**Standard-Journal**  
**The Daily Item**

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

I plan to attend Quickbooks \_\_Basic, \_\_Intermediate, \_\_Advanced & Payroll. Enclosed is a check 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



Middlecreek Valley Chamber of Commerce



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
- Financial analysis
- Human resources
- Marketing and sales

**Bucknell SBDC Staff**

Steve Stumbris: Interim Director  
Maureen Hauck: Assistant Director  
Business Consulting  
Judy Christ: Administrator  
Education & Finance  
Shane Cohen: Manager, Engineering  
Development Services  
Brenda Holdren: Business Analyst  
Shelley Gadoury: Office Assistant

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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.

**“Quickbooks for  
Small Business Owners”  
Basic, Intermediate,  
Advanced & Payroll**

Presented by

**Diana Dorman**  
Certified QuickBooks Pro Advisor

**Basic**  
March 14, 2012 (9am-3pm)  
**Intermediate**  
March 15, 2012 (9am-3pm)  
**Advanced & Payroll**  
March 16, 2012 (9am – 3pm)

**SBDC Business Education Center**  
Market Street  
Lewisburg, PA 17837



**Small Business Development Center**  
Bucknell University

*Helping businesses start, grow, and prosper.*

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

**Bucknell SBDC**  
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[www.bucknell.edu/sbdc/](http://www.bucknell.edu/sbdc/)