

Learn QuickBooks® in a Day!

LEMOORE CHAMBER OF COMMERCE

As a benefit to our

“Lemoore Chamber Members” *

We are pleased to offer . . .

*A F R E E Workshop for Small Businesses

\$50 for Non-Members

Hosted by: LEMOORE CHAMBER OF COMMERCE

Presented by: M. Green and Company

Your Instructor will be
Lance Wilkins

Unleash the Full Potential of QuickBooks!



- QuickBooks Certified Pro Advisor in all versions since 1999
- Member of Intuit Trainer/Writer Network
- Teaches for the California CPA Education Foundation
- Has written QuickBooks training materials for Intuit, Inc.

DATE: Thursday, March 15, 2012

Just Some of What You Will Learn

QuickBooks Basic's

TIME: 8:00 A.M. - 12:00 P.M.
and

QuickBooks Payroll & Sales Tax

TIME: 2:00 P.M. - 5:00 P.M.

LOCATION: Lemoore Chamber of Commerce

“Freight Room”

300 “E” Street

Lemoore, CA 93245

QuickBooks Basic's:

- Writing checks, creating customer invoices and payments, using accounts receivable and accounts payable, bank reconciliation and more.

Payroll, Sales Tax, and 1099's

- Setting up and using QuickBooks to print 1099's at year-end
- Setting up and using different sales tax codes; creating sales tax reports for government forms, etc.
- Setting up payroll, processing payroll, paying payroll tax liabilities, payroll reports, etc.

Reservations are required

Please call: (559) 924-6401