

# Free QUICKBOOKS Training

Sponsored by the Downey Chamber of Commerce




*in partnership with Professional Career Education and the Employment Training Panel*

Learn how to use America's #1 small business financial software for **FREE!**

You need to learn *QuickBooks* if you want to:

*Organize your finances all in one place - Immediately know where you're making money or not -  
Be ready at tax time with full & accurate reports - Instantly create invoices and manage expenses*

- ⇒ Enroll in all the workshops or just the ones you need
- ⇒ Enroll if you are a small business owner, with at least one, but not more than 10 full-time employees. Please see the back of this flyer for enrollment eligibility.
- ⇒ Enroll by contacting Christine Bosworth at (310) 407-5448 or email: [Christine@ProCareerEd.com](mailto:Christine@ProCareerEd.com)

QuickBooks - 1	QuickBooks - 2	QuickBooks - 3	QuickBooks - 4	QuickBooks - 5	 <p>QuickBooks training is offered at the <b>DOWNEY</b> Chamber of Commerce 11131 Brookshire Avenue Downey, CA 90241 (562) 923-2191</p> <p><b>Space is limited!</b> Call (310) 407-5448 to enroll!</p> <p>You do not need to bring your laptop!</p>  
<p><i>Getting Started</i></p> <ul style="list-style-type: none"> <li>☑ Create a QuickBooks company</li> <li>☑ Enter account opening balances</li> <li>☑ Work with lists</li> </ul> <p>SCHEDULE</p> <p>October 15th - part 1 8:30 am - 12:30 pm</p> <p>October 22nd - part 2 8:30 am - 12:30 pm</p>	<p><i>Selling Your Product/Service</i></p> <ul style="list-style-type: none"> <li>☑ Enter products into inventory</li> <li>☑ Use QuickBooks for accounts receivables</li> <li>☑ Create invoices</li> <li>☑ Create billing statements</li> <li>☑ Make deposits</li> <li>☑ Change the invoice format</li> </ul> <p>SCHEDULE</p> <p>October 29th - part 1 8:30 am - 12:30 pm</p> <p>November 12th - part 2 8:30 am - 11:45 am</p>	<p><i>Paying Bills/ Banking</i></p> <ul style="list-style-type: none"> <li>☑ Use QuickBooks to manage your banking accounts</li> <li>☑ Write a QuickBooks check</li> <li>☑ Record handwritten checks</li> <li>☑ Reconcile checking accounts</li> <li>☑ Create online payments</li> </ul> <p>SCHEDULE</p> <p>November 19th - part 1 8:30 am - 12:30 pm</p> <p>December 3rd - part 2 8:30 am - 12:30 pm</p>	<p><i>Using Accounts/ Creating Reports</i></p> <ul style="list-style-type: none"> <li>☑ Track credit card transactions</li> <li>☑ Work with asset, liability and equity accounts</li> <li>☑ Create reports</li> <li>☑ Create graphs</li> <li>☑ Export reports to Excel</li> </ul> <p>SCHEDULE</p> <p>December 10th-part 1 8:30 am - 12:30 pm</p> <p>December 17th-part 2 8:30 am - 12:30 pm</p>	<p><i>Sales Tax and Payroll</i></p> <ul style="list-style-type: none"> <li>☑ Use QuickBooks for sales tax</li> <li>☑ Set-up tax rates and agencies</li> <li>☑ Use QuickBooks for payroll tracking</li> <li>☑ Track tax liabilities</li> <li>☑ Print forms 940 and 941</li> <li>☑ Estimating, time tracking, and job costing</li> </ul> <p>SCHEDULE</p> <p>January 21st - part 1 8:30 am - 12:30 pm</p> <p>January 28th - part 2 8:30 am - 12:30 pm</p>	



## ***Free QUICKBOOKS Training***

Do you qualify?

- ☞ You have to be a business owner to take a course(s).
- ☞ Your business must have at least one, but less than 10-full-time employees, who work at least 35 hours per week. Note that you can have an UNLIMITED amount of part-time employees.
- ☞ You must have an EDD number (California Employer Account Number – CEAN). This number can be found on various payroll documents and other forms from the EDD.
- ☞ The business must qualify as an “employer within the meaning of Section 10201 (B) Unemployment Insurance Code. For purposes of trainee eligibility, owner and employee are defined as:

“Owner” is one or more individuals who have at least a 20% financial investment in the business and a direct full-time involvement in its day-to-day operations. The spouse of an owner also qualifies if he or she has direct full-time involvement in the day-to-day operations. “Employee” is an individual who works full-time prior to the first day of training for the owner(s).

### **SPACE IS LIMITED!**

*(You may bring one employee with you to the training)*

**Questions?**

**Sign-up!**

**Contact Christine Bosworth**

**☎ (310) 407-5448**

***Christine@ProCareerEd.com***



# Free QUICKBOOKS Training Enrollment Form

## STEP 1: Do you qualify?

- ☞ You have to be a business owner to take a course(s).
- ☞ Your business must have at least one, but less than 10-full-time employees, who work at least 35 hours per week. Note that you can have an UNLIMITED amount of part-time employees.
- ☞ You must have an EDD number (California Employer Account Number – CEAN). This number can be found on various payroll documents and other forms from the EDD.
- ☞ The business must qualify as an “employer within the meaning of Section 10201 (B) Unemployment Insurance Code. For purposes of trainee eligibility, owner and employee are defined as:

“Owner” is one or more individuals who have at least a 20% financial investment in the business and a direct full-time involvement in its day-to-day operations. The spouse of an owner also qualifies if he or she has direct full-time involvement in the day-to-day operations. “Employee” is an individual who works full-time prior to the first day of training for the owner(s).

## STEP 2: Place a check mark next to the QuickBooks Workshops you want to attend:

Workshops	Date & Time
<input type="checkbox"/> QuickBooks 1 – <i>Getting Started</i>	Part 1: October 15 <sup>th</sup> – 8:30 am – 12:30 pm Part 2: October 22 <sup>nd</sup> – 8:30 am – 12:30 pm
<input type="checkbox"/> QuickBooks 2 – <i>Selling Your Product/Service</i>	Part 1: October 29 <sup>th</sup> – 8:30 am – 12:30 pm Part 2: November 12 <sup>th</sup> – 8:30 am – 11:45 am
<input type="checkbox"/> QuickBooks 3 – <i>Paying Bills/Banking</i>	Part 1: November 19 <sup>th</sup> – 8:30 am – 12:30 pm Part 2: December 3 <sup>rd</sup> – 8:30 am – 12:30 pm
<input type="checkbox"/> QuickBooks 4 – <i>Using Accounts/Creating Reports</i>	Part 1: December 10 <sup>th</sup> – 8:30 am – 12:30 pm Part 2: December 17 <sup>th</sup> – 8:30 am – 12:30 pm
<input type="checkbox"/> QuickBooks 5 – <i>Sales Tax and Payroll</i>	Part 1: January 21 <sup>st</sup> – 8:30 am – 12:30 pm Part 2: January 28 <sup>th</sup> – 8:30 am – 12:30 pm

### STEP 3:

**Complete** and **Sign** the following **EMPLOYER CERTIFICATION STATEMENT (CS)** and send it to Professional Career Education:

1. **Fax:** (310) 407-5449 *Or*
2. **Email:** Christine@ProCareerEd.com *Or*
3. **Mail:** Professional Career Education  
1875 Century Park East, Suite 700, Los Angeles, CA 90067
4. **QUESTIONS:** Call Christine Bosworth at (310) 407-5448 or (888) 334-1776.

#### EMPLOYER CERTIFICATION STATEMENT For Small Business Entrepreneurial Training Projects

ETP Contractor: Manhattan Beach Chamber of Commerce - ETP Agreement: ET10-0121 Subcontractor: Professional Career Education	
LAST NAME:	
FIRST NAME:	
SOCIAL SECURITY #:	
CALIFORNIA EDD NUMBER (STATE PAYROLL – CEAN #)	
COMPANY/BUSINESS TYPE:	
COMPANY/BUSINESS NAME:	
STREET ADDRESS:	
P.O. BOX (IF APPLICABLE):	
CITY:	
STATE:	
ZIP CODE:	
EMAIL ADDRESS:	
# OF FULL-TIME EMPLOYEES IN CALIFORNIA (MUST BE BETWEEN 1 AND 9):	
DATE OF BIRTH & AGE:	
SEX (MALE OR FEMALE):	

#### CERTIFICATION

I certify that to the best of my knowledge, the information above is accurate and correct.

Print Name of individual signing below: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

(Owner, President, VP, other authorized rep)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SPACE IS LIMITED!

*Space permitting, you may bring one employee with you to the training*

**☎ call (310) 407-5448 for availability and questions**