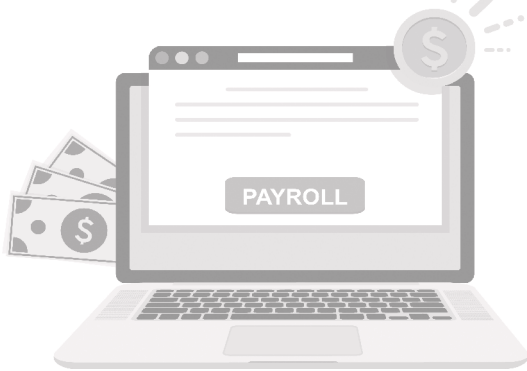


QuickBooks® Payroll



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Discover how to correctly compensate employees and accurately withhold all the proper taxes, garnishments and benefits

QuickBooks Payroll is reminiscent of having your own personal payroll service. With this power-packed training, learn how to:

- Set up tax codes for federal and state taxes for correct withholdings
- Customize employees with multiple pay compensation
- File taxes accurately with the proper government agency
- Set up QuickBooks reports that provide information needed by other management personnel
- And much, much more (see pages 4-5 for details)

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Accurate Payroll Procedures Are the Foundation of Compliance Issues of Every Successful Business

You've probably already discovered managing a successful, profitable and growth-oriented business requires razor-sharp accounting practices. No matter how large or small your organization, you won't get ahead with sloppy, inaccurate, inadequate payroll accounting — and you could land in hot water with your employees, IRS, State Income Tax, Department of Labor, Workmen Compensation Insurance Company, State and Federal Unemployment agencies.

Unfortunately, 99% of the employers in the United States are paying their employees incorrectly. In payroll, we do two things:

1. We give money to the employee, and then
2. We take it away with taxes, garnishments and other voluntary withholdings.

The complexity of this can be mind-boggling.

Whether you are a sole proprietary business out of your home, earn extra income from part-time work or are at the helm of a larger and more complex operation (i.e. retail, contracting, manufacturing, nonprofit, wholesalers, etc.), accurate payroll processing is the key to keeping your business organized, on track, in the black and in compliance with labor laws and tax regulations.

QuickBooks® Payroll



QuickBooks Payroll is like having your own personal payroll service.

QuickBooks Payroll is one of today's business payroll processing lifesavers. This simple-to-use software can help you manage your payroll from beginning to end. It allows you to decide how in-depth you want to be involved in your payroll. Your decision to use the desktop, online or full-service subscription can help you with payroll processing from compensating your employees correctly to withholding all the proper taxes, garnishments and benefits in an accurate manner. Plus, you can direct deposit employees checks, deposit your own taxes or have the full-service payroll do it all for you.

In short, QuickBooks is like having your own trusted payroll service or business accountant with you every step of the way.

Discover the power of QuickBooks Payroll in just one day of focused, information-packed training.

Sure, you could trudge through QuickBooks Payroll manuals, slog through tutorials or just wing it and figure it out as you go. But why bother when you'll learn the things you need to know in this comprehensive seminar? We guarantee by the end of the day, you'll be able to set up QuickBooks Payroll and get a grip on all your payroll processing data for the benefit of your business.

In this seminar, you'll become familiar with QuickBooks Payroll's many features, tools and menus, explore the easiest, most efficient ways to put QuickBooks Payroll to work for you and drill down in to more advanced functions. You'll be surprised how swiftly you'll gain the knowledge and confidence you need to take advantage of this powerful program.



QuickBooks® Payroll

THE BASICS: GET UP AND RUNNING WITH CONFIDENCE

- Decide if you should use the full-service or desktop: pros and cons of each
- Use the Easy-Step Interview to setup your company information (Federal EIN, State EIN, etc.)
- Explore the options: It's designed for 150 or less employees — How to set up batches for a larger payroll
- Understand QuickBooks Payroll workflows to ensure related transactions are entered correctly

EMPLOYEE SET UP: COMPENSATION AND WITHHOLDING CODES TO ENSURE CORRECT WITHHOLDINGS AND REMITANCES

- Avoid common mistakes: set up employees correctly to ensure proper compensation and withholding information
- Learn how to set up tax codes for federal and state taxes for correct withholdings
- Ensure accurate records using compensation codes for salaried employees, hourly employees, bonuses and other types of compensation
- Set up pre-tax items correctly
- Pay an exempt employee with QuickBooks
- Track sick leave, vacation time and PTO benefits accurately
- Use the QuickBooks payroll service function to quickly set up employees for direct deposit
- Learn how to set up your employee records so your information is correct the first time

SPECIAL SITUATIONS: UNIQUE SET UPS TO SAVE YOU TIME

- Customize employees with multiple pay compensation
- Tailor employees who work in multiple states
- Set up taxes on prizes, awards, gifts and bonuses correctly
- Create a double check that ensures garnishments are withheld properly
- Know when setup requires reciprocal information between multiple state income tax withholdings
- Use the audit trail when information doesn't balance correctly
- Identify the difference between manual and online processing

TRACKING: BUILT-IN FEATURES TO EASILY RUN HIGHLY DETAILED REPORTS FOR COMPLIANCE REQUIREMENTS

- Use QuickBooks to set up and pay 1099 contractors through payroll
- File taxes accurately with the proper government agency
- Ensure your information balances at the end of the year (941, 940, state forms and W-2)
- Process corrected tax forms
- Export data to Excel to add charts, graphs, etc.
- Discover how job tracking can assist with job costing

- Balance your payroll with your bank's records using the bank reconcile feature
- Customize reports to ensure multiple garnishment withholdings are correct
- Process federal and state forms — yourself or full-service

TIME SAVERS: CUSTOMIZED REPORT OPTIONS

- Navigate through various report categories available in QuickBooks Payroll options
- Set up QuickBooks reports that provide information needed by other management personnel
- Create reports for your worker's comp auditors, external auditors and internal management personnel
- Gain easy access to additional reports online
- Know when to use your online subscription resources to help answer questions on processing

APPENDIX

- Using the Backup options and Backup Wizard
- Design an effective disaster recovery plan
- Restoring your QuickBooks Payroll data after a computer malfunction or accident
- Understand how the subscription for online service works when you decide to change your software or processing company and your backup records

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Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faasp#agerequirements>.
- Please, no audio video recording.
- You will receive a Certificate of Attendance at the end of the program.

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1 **Yes!** Please register me for the one-day, **QuickBooks® Payroll** indicated in Section 5. Group discounts available.

2 **IMPORTANT!** Please fill in VIP number as it appears on the mailing label.
VIP _____ (_____)
if available

3 ORGANIZATION INFORMATION
Organization Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____
Approving Mgr.'s Name: Mr. Ms. _____
Job Title: _____
Email Address: _____ Business Home

4 QUICK CONFIRMATION
 Please email or fax my confirmation to me within 48 hours.
My email address or fax number is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ City Event # _____

Email Address _____ Business Home

#2 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ City Event # _____

Email Address _____ Business Home

6 METHOD OF PAYMENT (Payment is due before the program.)
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Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).
Total amount due: \$ _____
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MO. _____ YR. _____
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CARD NUMBER _____
Card Holder's Name _____
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