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## 2-DAY DESKTOP TRAINING

### Workshop

#### Covers:

- Receiving Payments & Making Deposits
- Setting up a company
- Reviewing the Chart of Accounts
- Working with Customers & Estimates
- Reconciling a Credit Card Statement
- Entering & Paying Bills
- Analyzing Financial Data
- Printing reports
- Tracking & Paying Sales Tax
- Payroll
- Q&A with Specialist

**February 27  
& March 5th**

**1PM - 4:30PM**

**Held at:**

**Motherlode Conference  
Room**

**328 W. Stockton St.,  
Sonora CA 95370**

**Usual Price:**

**~~\$149~~**

**Discounted Price:**

**\$79.50**

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THE VALLEY SIERRA SMALL BUSINESS DEVELOPMENT CENTER IS FUNDED IN PART THROUGH A SUBCONTRACT BETWEEN OPPORTUNITY STANISLAUS AND THE UNIVERSITY OF CALIFORNIA, MERCED UNDER THE CURRENT COOPERATIVE AGREEMENT WITH THE U.S. SMALL BUSINESS ADMINISTRATION. REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES OR LIMITED ENGLISH PROFICIENCY WILL BE MADE IF REQUESTED AT LEAST TWO WEEKS IN ADVANCE. FUNDED IN PART THROUGH A GRANT WITH THE GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT.

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