



NEC Small Business Development Center (SBDC) at Butte College



QuickBooks Business Management Series

NEC Small Business Development Center at Butte College offers in-depth business management trainings and one-on-one business consulting in all areas of business management including bookkeeping. Our QuickBooks Series are designed to teach you management skills that will enable you to effectively operate your business - from Introduction, to Basics, and Advanced features. This include cash flow management, best practice bookkeeping, and application of technology for profitable financial management results. QuickBooks can be an easy tool to use for managing your financials; but as is with everything, what you put in is what you get out! Our trainer is a Certified Public Accountant and QuickBooks ProAdvisor. Our QuickBooks Series include a binder with manual for each section to take home for practice, or to use as a guide.

QuickBooks I, II, III, and IV Series

Date: Tuesday Mornings, January 9, 16, 23, & 30, 2018
Time: 8:30am - 10:30am
Cost: \$120 per person prepaid, \$130 at the door (Pre-registration is required)
Location: Small Business Development Center at Butte College, 2480 Notre Dame Blvd, Chico

This 4-part QuickBooks series begins with how QuickBooks work, getting around, learning common accounting terms used by QuickBooks, creating a new company file, setting preferences, entering new customers, vendors, accounts, and items, backing up your data, and basis accounting, and reviewing the basic Balance Sheet, P&L, and Cash Flow reports. You will learn about working with bank accounts (including how to handle PayPal and Square), reconciling accounts, using other account types (credit cards, loans and fixed assets), entering sales information, receiving payments and making deposits, generating customer statements, entering and paying bills, downloading bank and credit card activities, issuing 1099s, and memorizing transactions. The later series covers, running related financial reports, analyzing financial data, setting up inventory, tracking and paying sales tax, tracking time, customizing forms and letters, and overview of more advanced features (syncing contacts, sharing your file electronically with your accountant, exporting to Excel, using the Doc Center, entering budgets, and technical suggestions when you have problems). The trainer is a CPA and QuickBooks ProAdvisor. The Training series include manual.

For additional information, please call, fax, mail, stop by, or log on to: www.buttecollegesbdc.com
Small Business Development Center at Butte College 2480 Notre Dame Blvd., Chico, CA 95928
(530) 895-9017 Phone ■ (530) 566-9851 Fax

Register Today! Please call, register online or make check payable to SBDC at Butte College, and mail or drop off registration form (one per person) with payment (cash, check, or credit card) to: SBDC at Butte College, 2480 Notre Dame Blvd., Chico, CA 95928.

QuickBooks Series (I, II, III, & IV) - Tuesday Mornings, January 9, 16, 23, & 30, 2018

Name _____ Business Name _____
Phone _____ Address _____
City _____ State _____ Zip _____ Email _____



Paid for under the current Cooperative Agreement with the U. S. Small Business Administration and the CSU, Chico Research Foundation. This material is based on work supported by the U. S. SBA. Any opinions, findings and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U. S. Small Business Administration. This program is extended to the public on a nondiscriminatory basis and special arrangements are available to individuals with disabilities if requested in advance.

