



Butte College Small Business Development Center (SBDC)



QuickBooks Business Management Series

Butte College Small Business Development Center offers in-depth business management trainings and one-on-one business consulting in all areas of business management including bookkeeping. Our QuickBooks trainings are designed to teach you management skills that will enable you to effectively operate your business - from Introduction, to Basics, Advanced, and Payroll. This include cash flow management, 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 trainings include a binder with manual to take home for practice, and to use as a guide.

QuickBooks I, II, III, and IV Series

Date: Wednesday Mornings, April 4, 11, 18, & 25, 2018
Time: 8:30am - 10:30am
Cost: \$120 per person prepaid, \$130 at the door (Pre-registration is required)
Location: Butte College SBDC, 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 & 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 & 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). Trainer is a CPA & QuickBooks ProAdvisor. Training includes manual.

Understanding Payroll, Payroll Taxes, Record, & Function in QuickBooks

Date: Wednesday, May 30, 2018
Time: 8:30am - 12:00pm
Cost: \$50 per person prepaid, \$60 at the door (Pre-registration is required)
Location: Butte College SBDC, 2480 Notre Dame Blvd, Chico

Workshop includes State & Federal laws & regulations regarding business payroll function, and the necessary recordkeeping needed to comply with these requirements. Examples of processing payroll functions will be demonstrated with the use of QuickBooks, & discussion on e-filing both payroll taxes and forms right out of QuickBooks. A QuickBooks "how to" payroll manual & handout on the payroll function will be distributed. Trainer is a certified QuickBooks ProAdvisor & CPA with payroll expertise.

For additional information, please call, fax, mail, stop by, or log on to: www.buttecollegesbdc.com
Butte College Small Business Development Center, 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 Butte College SBDC and mail or drop off registration form (one per person) with payment (cash, check, or credit card) to: Butte College SBDC, 2480 Notre Dame Blvd., Chico, CA 95928.

QuickBooks Series (I, II, III, & IV) - April 4, 11, 18, & 25, 2018; Understanding Payroll, Payroll Taxes in QuickBooks - May 30

Name _____ Business Name _____

Phone _____ Address _____

City _____ State _____ Zip _____ Email _____



Funded in part through a cooperative agreement with the U. S. Small Business Administration (SBA). All opinions, conclusions or recommendations expressed are those of the author(s) & do not necessarily reflect the views of the SBA or HSU Sponsored Programs Foundation.

SBDC programs are nondiscriminatory and available to individuals with disabilities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Sophie Konuwa, director, 2480 Notre Dame Blvd., Chico, CA 95928, konuwaso@butte.edu, (530) 895-9017.

