

**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, and Advanced. 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:** Tuesday Mornings, August 7, 14, 21, & 28, 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 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 & QuickBooks ProAdvisor. The training includes manual.

For additional information, please call, fax, mail, stop by, or log onto: [www.buttecollegesbdc.com](http://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) - August 7, 14, 21, & 28, 2018**

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_



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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](mailto:konuwaso@butte.edu), (530) 895-9017.

