



NEC Small Business Development Center (SBDC) at Butte College



QuickBooks Business Management Trainings

NEC SBDC at Butte College offers in-depth business management trainings and one-on-one business consulting in all areas of bookkeeping. Our QuickBooks trainings are designed to teach you management skills that will enable you to effectively operate your business - from Introduction, to Basics, Payroll, Online and Advanced features. Our trainer is a CPA & QuickBooks ProAdvisor. We also have a QuickBooks business consultant on staff to guide you individually through the process. Trainings includes manuals to take home and use for guidance.

QuickBooks I, II, III, & IV Series - 4 Weeks Series

Date: Wednesdays - October 3, 10, 17, & 24, 2017
Time: 8:30am - 10:30am
Cost: \$120 per person Prepaid; \$130 per person at the door
Location: Chico

This 4-part QuickBooks series begins with how QuickBooks works, 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, basic accounting, & reviewing the basic Balance Sheet, Profit & Loss (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 & making deposits, generating customer statements, entering & paying bills, downloading bank & credit card activities, issuing 1099s, & memorizing transactions. The later series covers, running related financial reports, analyzing financial data, setting up inventory, tracking & paying sales tax, tracking time, customizing forms & letters, and overview of more advanced features (i.e., syncing contacts, sharing your file electronically with your accountant, exporting to Excel, using the Doc Center, entering budgets, and getting technical suggestions when you have problems). The trainer is a CPA, and QuickBooks ProAdvisor. The training includes manual.

Understanding Payroll, Payroll Taxes, Records & Functions in QuickBooks

Date: Thursday, November 30, 2017
Time: 8:30am - 12:00pm
Cost: \$50 per person Prepaid; \$60 per person at the door
Location: Chico

This workshop includes State and Federal laws, and 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, including discussion of e-filing both payroll taxes and forms right out of QuickBooks. A QuickBooks "how to" payroll manual and handout on the payroll function will be distributed. The trainer is a certified QuickBooks ProAdvisor and CPA with payroll expertise.

For additional information, please call, fax, mail, stop by, or log onto: www.buttecollegesbdc.com
NEC SBDC 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.

October 3, 10, 17, & 24 - QuickBooks I, II, III, IV Series ; **November 30- Payroll, Payroll Taxes, Records & Functions**

Name _____ Business Name _____

Phone _____ Address _____

City _____ State _____ Zip _____ Email _____



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