

## 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, Payroll, and Advanced. This include cash flow management, and application of technology for profitable financial management results. QuickBooks (Desktop or Online) 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 CPA & QuickBooks ProAdvisor. Trainings include manual for practice & guidance.

### QuickBooks I, II, III, and IV Series

**Date:** Tuesday Mornings, February 5, 12, 19, & 26, 2019  
**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 (QB) series begins with how QB work, getting around, learning common accounting terms used by QB, creating new company file, setting preferences, entering new customers, vendors, accounts, & items, backing up your data, & basis accounting, & reviewing basic Balance Sheet, P&L, & Cash Flow reports. You will learn about working with bank accounts (including how to handle PayPal & Square), reconciling accounts, using other account types (credit cards, loans & fixed assets), entering sales information, receiving payments & making deposits, generating customer statements, entering & paying bills, downloading bank & 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 & letters, and overview of advanced features (syncing contacts, sharing file electronically with accountant, exporting to Excel, using the Doc Center, entering budgets, and technical suggestions when you have problems).

### QuickBooks Online

**Date:** Tuesday Mornings, March 5, & 12, 2019  
**Time:** 8:30am - 11:00am  
**Cost:** \$50 per person prepaid, \$60 at the door (Pre-registration is required)  
**Location:** Butte College SBDC, 2480 Notre Dame Blvd, Chico

This workshop will focus on: Converting from QuickBooks Desktop to QuickBooks Online, Introduction to QuickBooks Online, Navigating QuickBooks Online, Chart of Accounts, Products and Services, Vendors' Expenses and Purchases, Time Tracking for Employees and Subcontractors, Customer Service Sales Transactions, Actual Versus Cash Basis Accounting, and other basic terminology. A live web-base test file provided by Intuit will be used. Training includes Federal and State e-filing.

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) - February 5, 12, 19, & 26, 2019; QuickBooks Online - March 5, & 12, 2019**

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

