

# Butte College

## Small Business Development Center (SBDC)

### QuickBooks Business Management Series



Butte College SBDC offers bookkeeping trainings and one-on-one business consulting in all areas of bookkeeping. Our QuickBooks trainings are designed to teach you skills to effectively operate your business better - from Introduction, Basics, Payroll, Advanced, Cash Flow Management, and Technology Applications. QuickBooks (Desktop or Online) are bookkeeping programs for managing your business however, what you put in is what you get out! Our trainer is a CPA and QuickBooks ProAdvisor. Trainings include manual for guidance. Pre-registration is required. All trainings are held at Butte College SBDC, 2480 Notre Dame Blvd. in Chico.

#### QuickBooks Online or Desktop - Which One Is Right For Your Business?

**Date:** Tuesday April 2, 2019  
**Time:** 9:00am - 10:00am  
**Cost:** FREE

This 1-hour free seminar reviews features of both QuickBooks Online (QBO) and QuickBooks Desktop (QBD). We will review the 2019 QBD version and the QBO version during our session and focus on Intuit's comparative online tools with open discussion. The 2019 QBD version will be demonstrated live; as well as the QBO "test drive" using Chrome. You will have time for questions & answers. Accurate bookkeeping is critical for successfully managing your business; but taking the time to select the correct accounting program is key for your business financial management success.

#### QuickBooks Desktop (QBD) Series

**Date:** Wednesday Mornings, May 1, 8, & 15, 2019  
**Time:** 8:30am - 11:00am  
**Cost:** \$120 per person prepaid, \$130 at the door (Pre-registration is required)

This 3-part QuickBooks (QB) Desktop 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; basic accounting, and reviewing basic Balance Sheet, Profit & Loss, and Cash Flow reports. You will learn how to work with bank accounts (including PayPal & Square), reconcile accounts, use other account types (credit cards, loans, fixed assets), enter sales information, receive payments, make deposits, generate customer statements, enter & pay bills, download bank & credit card activities, issue 1099s, & memorize transactions. Last series covers, how to run related financial reports, analyze financial data, set up inventory, track & pay sales tax, track time, customize forms & letters, and overview of advanced features (sync contacts, share file electronically with accountant, export to Excel, use Doc Center, enter budgets, & technical suggestions when problems exist).

#### QuickBooks Online (QBO)

**Date:** Wednesday Mornings, June 5, & 12, 2019  
**Time:** 8:30am - 11:00am  
**Cost:** \$50 per person prepaid, \$60 at the door

This workshop will focus on: Introduction to QBO, Navigating QBO Chart of Accounts, Products and Services, Vendors' Expenses and Purchases, Time Tracking for Employees and Subcontractors, Customer Service Sales Transactions, Accrual Versus Cash Basis Accounting, and other basic terminology. A live web-base test file provided by Intuit will be used.

#### Understanding Payroll, Payroll Taxes, Records & Functions

**Date:** Tuesday June 11, 2019  
**Time:** 8:30am - 12:00pm  
**Cost:** \$50 per person prepaid, \$60 at the door

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, and discussion on 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.

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

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

QBO or QBD Information - April 2;  QBD Series - May 1, 8, & 15;  QBO - June 5, & 12;  QuickBooks Payroll/Records/Taxes - June 11

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, (530) 895-9017.

