



# Northeastern California Small Business Development Center (SBDC) at Butte College



## QuickBooks Trainings

Northeastern California Small Business Development Center at Butte College offers in-depth trainings and one-on-one business consultant in a variety of areas using QuickBooks software programs including QuickBooks for Contractors Accountants, Payroll, and Point of Sale (POS). Our trainer, a CPA, is a certified QuickBooks Pro-Advisor with technical expertise in accounting and QuickBooks. Our QuickBooks workshops are designed to help business owners manage their cash flow better, understand best accounting practices, implement accurate payroll strategies, and plan for the future. See detailed information about upcoming trainings below. Seating is limited, pre-registration is required.

### **QuickBooks Point of Sale (POS)**

**Thursday, July 15**

**9:00am - 11:00am**

**Cost: \$30 per person prepaid, \$40 at the door**

**Location: Chico**

This workshop provides an overview of QuickBooks Point of Sale Version 8.0. Exercises include: navigating QuickBooks Point of Sale, understanding key features of POS, & managing your business better on a day-to-day basis. Topics include: Easy Inventory & Vendor Management; Real-Time Sales Data and Tracking; Customer Information and Tracking Purchases; Integrating POS with QuickBooks Financial programs; Reports; Built-in Credit & Debit Card Processing; Ability to Offer In-Store Charge Accounts; and Gift Card Services. Includes Point of Sale manual.

### **Basic QuickBooks For Profit and Cash Flow Management**

**Tuesday, August 3**

**9:00am - 2:00pm**

**Cost: \$50 per person prepaid, \$60 at the door**

**Location: Chico**

This workshop teaches you the basics of QuickBooks. Includes setting up the company; using bank, cash and credit card accounts; reviewing profit & loss transactions; reconciling; Accounts Receivable - creating invoices & bills, receiving payments & making deposits; Accounts Payable - paying bills, partial payments & credits; memorized transactions; payroll capabilities overview; running financial reports and understanding how to use your financial information to better manage your business. Includes manual.

### **Understanding Payroll Taxes, Records and Functions in QuickBooks**

**Thursday, August 19**

**9:00am - 12:00am**

**Cost: \$25 per person prepaid, \$35 at the door**

**Location: Red Bluff**

Learn about State and Federal laws and regulations regarding business payroll functions, and the necessary record keeping needed to comply. Examples of processing payroll functions will be demonstrated using QuickBooks. Includes QuickBooks "how to" payroll manual.

### **QuickBooks Beyond Basics and Advanced Features**

**Tuesday, August 31**

**9:00am - 2:00pm**

**Cost: \$50 per person prepaid, \$60 at the door**

**Location: Paradise**

This workshop focuses on advanced QuickBooks functions. You will learn how to work with Portable Company and Accountant's Copy files; record Adjusting Journal Entries; use the Working Trial Balance; leverage Client Data Review tools; troubleshoot beginning balances; create custom management reports; use Intuit Statement Writer to create GAAP-compliant financial statements; and use Fixed Asset Tracker & Manager to depreciate assets. Includes manual.

**For additional information, please call or log on:  
(530) 895-9017 ■ [www.bcsbdc.org](http://www.bcsbdc.org)**

**Register today!** Please make check payable to Northeastern California SBDC at Butte College. Please mail or drop off registration form (one per person) with payment to: Northeastern California SBDC at Butte College, 19 Williamsburg Lane, Chico, CA 95926.

July 15 - QuickBooks Point of Sale (\$30)

August 3 - Basic QuickBooks (\$50)

August 19 - Understanding Payroll (\$25)

August 31 - QuickBooks Advanced (\$50)

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_



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