

QUICKBOOKS Level 2

The training will be provided by Carleen Dotson, Training Specialist/Business Advisor with the Small Business Development Center.



The objective of this training is for participants to learn how to use advanced features of the Quickbooks software, including:

- Memorize transactions
- Customize forms
- Use other Quickbooks accounts
- Create reports
- Create Graphs
- Track and pay sales tax
- Prepare payroll with Quickbooks
- Share files with an accountant
- Estimate, time track and job cost

FRIDAY, MAY 10TH
9:00 AM – 3:00 PM

Small Business Development Center
Ridges Circle, Building 22
Athens, OH 45701

An hour will be set aside for lunch on your own.

RSVP to Trenia Twyman

twyman@ohio.edu or 740-597-1460

Training is provided at no cost courtesy of the Small Business Development Center at Ohio University. Due to SBDC funding, government and non-profit entities are not eligible for this training.

Additional parking information will be provided after registration.

