

# QUICKBOOKS Level 1

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



The objective of the training is for the participants to gain an understanding of QuickBooks and be able to use the software to:

- Set up a company
- Work with lists
- Set up inventory
- Sell their product
- Invoice for services
- Process payments
- Work with bank accounts
- Enter and pay bills
- Generate and print reports along with create budgets

**MARCH 4<sup>TH</sup>**  
**9:00 AM – 3:00 PM**

**Ohio University – Voinovich School**  
**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](mailto:twyman@ohio.edu) or 740-597-1460**

*Parking information will be provided after registration.*

*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.*