

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

MARCH 18, 2020
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 Trena Twyman

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.



Small Business
Development Centers

