

# QuickBooks 2

## Training Workshop



The QuickBooks 2 Training Workshop is a continuation of the introduction training and covers additional components of the QuickBooks Program. Participants learn how to memorize transactions, customize forms, use other QuickBooks accounts, create reports and graphs, track and pay sales tax, prepare payroll with QuickBooks, share files with an accountant, create job estimates, track time, and write letters.

Thinking about starting a new business?  
**NEW OR EXISTING SMALL BUSINESS OWNERS MAY BE ELIGIBLE FOR A DISCOUNTED WORKSHOP FEE.** Contact us to see if you may qualify for this discounted price.

**For more information on this class and to obtain a registration form, please call 740-289-2371 or toll free at 1-866-820-1185.**

**Seats are limited.**

**Must register by June 9th, 2017**

**This institution is an equal opportunity provider and employer.**

### WHEN/TIME:

**Wednesday,**

**June 14th, 2017**

**9:00 a.m.—4:00 p.m.**

### WHERE:

**CAC of Pike County**

**941 Market Street**

**Piketon, Ohio 45661**

**FEE: \$90**

**Lunch Provided!**



**Small Business  
Development Center**



**Find us on  
Facebook**

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Piketon, Ohio 45661

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[www.businessdevelopmentprogram.org](http://www.businessdevelopmentprogram.org)