

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

FRIDAY, NOVEMBER 17TH

9:00 AM – 3:00 PM

**Hocking College - Logan Campus
30140 Iles Road
Logan, OH 43138**

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.