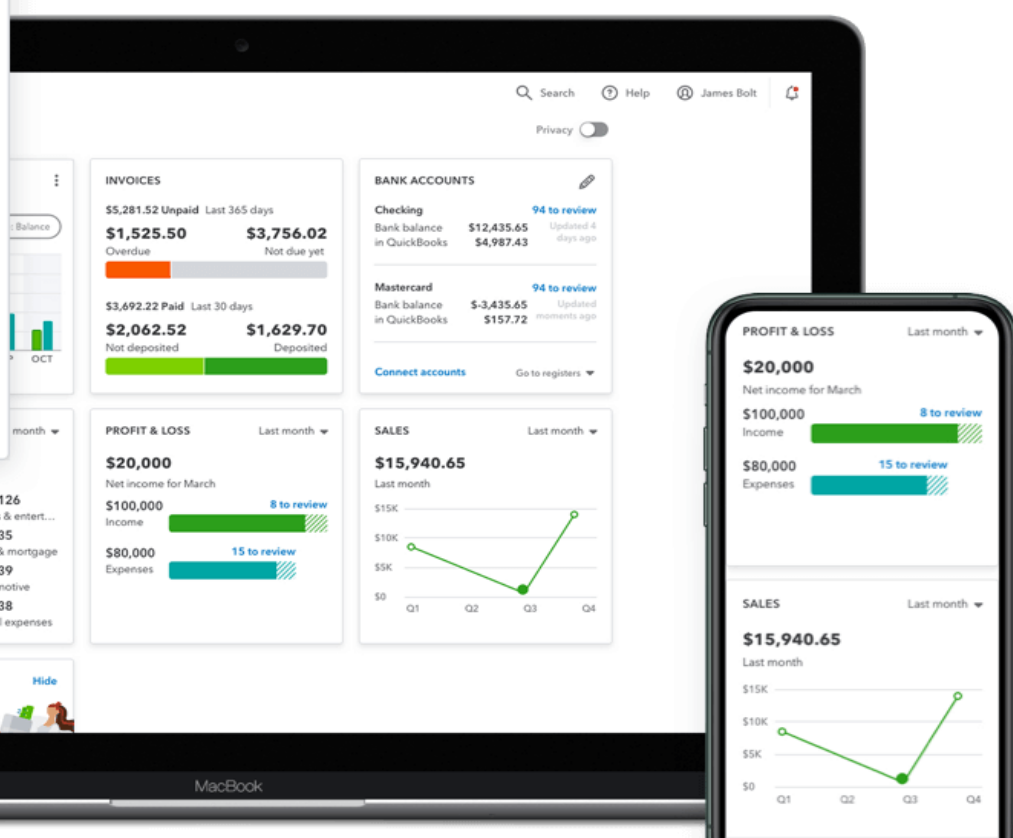
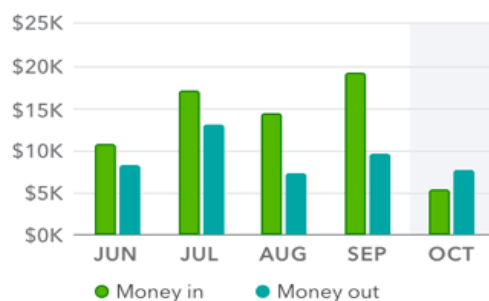


\$10,000

Current cash balance



DATES:

3 Sessions:

March 22, 2023

March 29, 2023

April 5, 2023

**The participants can participate in one or all three of the sessions.*

TIME:

4:00 p.m.–7:00 p.m. (each session)

LOCATION:

OSU Endeavor Center
1862 Shyville Rd
Piketon, OH 45661

REGISTRATION:

To register contact
Reid Pope

pope.337@osu.edu
740-289-1605

COST:

\$100 per individual session

\$250 for all 3 sessions

NOTE: MEP and SBDC clients can attend these sessions at no cost. Ask us about becoming a client.

Intro to QuickBooks for Small Business Owners & Manufacturing Companies

This is a hands-on, slow-paced instruction three-part workshop (each session is 3-hours)

March 22, 2023- Intro to QuickBooks

- ✓ Guide participants through the initial setup through the daily use of basic bookkeeping in a non-intimidating manner
- ✓ Provide participants with foundational knowledge and vocabulary concerning QuickBooks
- ✓ Setup QuickBooks and create chart of accounts. Learn transactions using actual invoices and receipts from your business

March 29, 2023-Daily Basics in QuickBooks I

- ✓ Clients will explore a more in-depth experience on how to thoroughly create and maintain a set of books
- ✓ Learn more about managing their revenue and expenses within QuickBooks.
- ✓ Learn the process of creating bills, paying bills, writing checks, and creating billable expenses
- ✓ Learn to maintain and keep thorough, detailed books

April 5, 2023-Daily Basics in QuickBooks II

- ✓ Continue the in-depth learnings on QuickBooks from a revenue perspective
- ✓ Venture into the areas of Invoices, Unbilled charges, estimates, and sales receipts
- ✓ Instruction on what situations each module would be most appropriate to
- ✓ Journal Entries and investigation of various financial reports

Participants will also be given a list of video resources to help them use QuickBooks after the workshops.

For more information and descriptions of sessions go to go.osu.edu/quickbooksforsmallbusinessowners



Department of
Development
Manufacturing Extension Partnership



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Small Business
Development Centers