

QuickBooks 2018 Level II

Now that you're familiar with the basics, come and see what else this amazing accounting program can do for you. Learn how to run professional looking reports, personalize your forms, send letters through Microsoft Word, and export to Excel and more. The Clarion University SBDC in partnership with the Clarion University Center for Accounting Education and Research is offering QuickBooks Level II as an approved CPE 8 credit course.

This seminar will include:

- Tracking and paying sales tax
- Inventory: tracking/adjusting
- Payroll: processing/reports
- Reports: Balance Sheet/Income Statement (Profit Loss)
- Customizing forms and reports



Instructor: Corry Riley, Clarion University SBDC Business Consultant and QuickBooks Certified ProAdvisor

Date: Tuesday, June 25, 2019 and Thursday, June 27, 2019

Time: 5:30 pm to 9:00 pm (Registration begins at 5:00 pm)

Where: Armstrong Center for Community Learning, 81 Glade Drive, Kittanning PA 16201 [Directions](#)

Cost: \$199.00 for one 7-hour session. Save \$38.00 and register for both QuickBooks Level I and QuickBooks Level II classes for \$360.00 (Cost includes QuickBooks training manual)

How to Register:

(Registration Required)

Click [Register Online Now](#) above or
Call the SBDC at (814) 393-2060 or
Toll free at 1 (877) 292-1843 or
Email: sbdc@clarion.edu

Cancellation/Rescheduling Policy:

If you are registered for a class and are unable to attend, please notify the Small Business Development Center at (814) 393-2060 as other applicants may be waiting for the course. Substitutions can be made at any time and at no cost. The following cancellation/rescheduling policy apply to all classes unless noted otherwise: * **5 or more business days' notice: Full Refund or may reschedule** * **Less than 5 business days' notice: No Refund, but you can reschedule to another course**



Funding support and resources are provided through a cooperative agreement with the US Small Business Administration, by the Commonwealth of Pennsylvania through the Department of Community and Economic Development; and through support from Clarion University of Pennsylvania. All services are extended to the public on a non-discriminatory basis. Special arrangements for persons with disabilities can be made by calling (814) 393-2060. All opinions, conclusions or recommendations expressed are those of the author(s) and not necessarily reflect the views of the SBA.