



Northwest Iowa
Community College

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NEWS RELEASE

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when received.*

Quickbooks for Business Offered at Northwest Iowa Community College

Learn more about Quickbooks and how it can help your business, from organizing your finances to easing tax time stress. We will provide a fast, easy way to learn QuickBooks using hands-on teaching. Topics include:

- Answers to your QuickBooks questions.
- Tips and tricks for working faster and more efficiently in QuickBooks.
- Preparing and interpreting important financial reports.
- Creating your company's books from "scratch".
- "Cleaning up" your important customer lists.
- Customizing your chart of accounts to give you meaningful financial statements.
- Preparing and processing invoices, sales receipts, credit memos, refunds, bank deposits, and customer statements.
- Entering and processing checks, bill, and payments.
- Reconciling back accounts (and what to do if they don't!).
- Learning how your company's finances flow through QuickBooks software.
- Purchasing and managing inventory.
- Customizing QuickBooks to your business.
- Setting up and using credit cards.
- Setting up and processing payroll.
- Performing a year-end close with QuickBooks.
- Backing up and restoring data files.
- Protecting your QuickBooks data.

Class information:

- 6 sessions on Mondays from 6:00 – 9:00 from January 21 through February 25 at Northwest Iowa Community College in Room 427D, Section #34374
- Cost: \$159
- Instructor: Sheila Drenkow

Sheila is a Certified Public Accountant with a Master of Arts Degree in Accounting and Financial Management and a Bachelor of Arts Degree in Accounting. She is a full-time instructor at Northwest Iowa Community College and works part-time as an accountant for a local accounting firm during tax season.

To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.