

## Accounting Courses

### QuickBooks (up to 15 Hours)

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

After completing the QuickBooks course you should be able to create a new QuickBooks file from scratch or work with a preexisting file. Learn how to modify the chart of accounts to suit a company's needs and manage company lists such as vendors, customers and items. In this class you will work with registers and transaction windows and see how to balance a checking account and track credit card transactions. You will create invoices and sales receipts as well as receive payments and prepare bank deposits. Become familiar with how to assign income and expenses to the correct accounts and explore how to retrieve that information from customizable QuickBooks reports. See how to enter bills and create reminders within QuickBooks to pay bills on time. Learn how to set up and manage inventory, create estimates for your customers and do progressive invoicing. You can also track mileage and costs associated with specific jobs. QuickBooks will show you where your money is coming from and where it's going; let us help you get the most out of it!



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