QuickBooks Enterprise Everyday Training Class

Do you want to learn how to get the most from your QuickBooks Software every day? Do you need to become more efficient in daily processes? "All our local QuickBooks training classes are guaranteed or return for Free" We teach you how to manage your QuickBooks software so you can drive your own business financial information as a part of your daily activities. Each class is small and hands on with one student per computer and instructor lead. Our QuickBooks Training Classes are designed so you learn the most for your valuable time and money spent to attend our classes. JCS Computer Resource Inc. is an authorized Intuit Solution Provider with Accountants on Staff.

JCS Computer Resource offers QuickBooks software training at your site, online or in one of our local training centers. If you need help understanding your current software, would like to become more knowledgeable or would like to update to QuickBooks, JCS can help you and your staff learn the complete functions in our three day hands on seminar. Each student will be logged into their own PC and participate in individual as well as group exercises.

Please call 847-364-0835 to register for this tremendous time saving course. We also offer set up, implementation, and Tips and Tricks for QuickBooks at your office, ours or online.

In Your Second Day of Class How to use QuickBooks Everyday we will review:

1. **Reconcile Your Bank Account:**
   Just like your "personal bank account", your "business bank account" needs balancing on a daily or weekly basis. You always want to know that you and your bank agree on your "Cash Asset". With QuickBooks the beginning balance on the bank statement must match the beginning balance on the reconciliation window. If these entries do not match; QuickBooks has a discrepancy report that can be accessed for this error. We will show you how important and easy QuickBooks has made this task for your use

2. **Understanding Items and Item Types:** By setting up your "items" correctly, and with as much detail as possible; QuickBooks can handle the automated accounting for "sales and purchases." QuickBooks is touchy about changing items after they have been entered. This is why it is important to set up the correct "account type" from the beginning. Sales forms become a breeze when item types have been set up before hand. As you acquire new inventory; you can add a new item as you need them. Do you know that Inventory Assemblies appear on the sales reports but Group Items do not? We can show you the "Why and How" of many item categories. There are also various reports that contain or eliminate different items to reflect your company's Inventory and Purchases.

3. **Customers and Sales = Revenue:** If you Invoice customers and/or keep track of "Detailed Job Cost", QuickBooks must have a "customer base" set up before you enter any transactions. Your customer base will include, but are not limited to; Address Information, Sales terms, Representative of your Clients, Tax items and Codes, Discounts, Payment information, Sales Estimates, and Invoicing from your Estimate. You can enter sales receipts and make Deposits from QuickBooks. Or issue a Customer credit or Refund check. Some companies use Customer Statements and others do not. We will show you how QuickBooks can make this simple for you.

   To the simplest charges you will need to collect for your product and services? QuickBooks has the wonderful feature of Spell Check and E-mail functions from your client list. We will show you how you can print mailing labels. Among the many reports QuickBooks generates; you can review sales by a single customer or by groups

4. **Vendors = Expenses to Your Company:** Same as with Customers, your Vendors need a good detailed "data base". You can keep a running monthly total of your expense's to your vendors. This is where you will enter your "payables" and these can be printed on a detailed/or summary report. Most company CPA's like these reports at year end. Every company needs to know what they "owe" verse what they " have sold". QuickBooks can do "Job Costing" for your vendors too. You can easily keep track of un-paid bills, discounts, and returns. Should you void or delete a check? QuickBooks can tie your purchases orders in with your inventory. You can pay your bills by single or groups of customers, hand written check, (further detail for this procedure in class), or debit card transactions. QuickBooks has many features not mentioned here. We will introduce you to these money saving legal Tips and Tricks in class.

5. **Analyzing and Reporting Financial Data:** The "Chart of Accounts" tracks your company's financial transactions such as: The "Balance Sheet" (Assets, Liabilities, and Equity), and "Profit and Loss Statements", (Income and Expenses). Account Types are important to the financial accuracy of your company. These account types must be correctly organized within your General Ledger or the success of your company will not reflect the actual progress, or lack of your company's growth.

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Running reports within QuickBooks can be detailed or summary. Reports are very important to your company in finding any errors on your part or the companies you do business with. Year End reports are always necessary to distinguish the proper Income or Liabilities your Company has encountered thorough out the fiscal year. QuickBooks is now able to function with "Microsoft Word" and "Excel Spreadsheet" capabilities. We will demonstrate how important accurate reports by date, transaction, customer, and vendors are to the profitability of your company. JCS Computer Resource will demonstrate how you can create custom reports or correspondence without having to enter your information more than once.

Report finder is a real nice feature. You can easily locate and filter reports that you want now and leave the information out that is not important for the reason you are running certain reports. Quick Zoom enhances any data with just one click of your mouse.

6. **Setting Up Inventory:** Many small businesses that stock inventory don't know the number of units they have on hand or on order at any given time, and have no way of getting that information quickly. Using QuickBooks to manage your inventory, you'll be able to track the number of items in stock and the value of your inventory after every purchase and sale. As you order inventory items, receive the items, and later sell the items from inventory, QuickBooks tracks each inventory-related transaction. You will know the status of your inventory and will have a more accurate picture of your business's assets.

7. **Tracking and Paying Sales Tax in QuickBooks:** If you have a business where you need to collect sales tax, you already know how complicated the process can be. QuickBooks reduces some of the complication because it lets you automatically apply sales tax on particular sales and keep track of how much you collect and from whom. When you're ready to pay your taxes, QuickBooks can write a check for the correct amount.

It doesn't matter if you are new to QuickBooks or an experienced user; there are many Tips and Tricks, that when used with your QuickBooks system, JCS Computer Resource can inform you and your office staff of. We want you to make your system work for you!

• Price $199 per student per day   • 9:00 am to 4:00 pm

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____Sign me up for Day 2. How to use QuickBooks Everyday Training Class

____Sign me up for Day 3. Advanced QuickBooks Training Class

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"SIGN UP HERE"- QuickBooks Advanced Training Class in Arlington Heights, Illinois! or call 847/364-0835. JCS also offers ACT Technical Support and help. Payment is required to register for the class. Availability will be confirmed once your registration information has been received and processed. Do not make travel plans prior to this confirmation. JCS is not responsible for any travel expenses made without confirmation. JCS is authorized to apply charges to the above credit card for support services requested. You may print and fax your registration to 866/666-9932-FAX or Call 847/364-0835 to register. We know you have choices – Thank you for choosing JCS Computer Resource "Solutions Delivered"