

# QUICKBOOKS

## GETTING STARTED OUTLINE

intuit

Solution Provider

Enterprise Suite

Retail Solutions

QuickBase Solutions



intuit.

### INCLUDED

- Manual
- Lunch

COST: \$349

One Day Session  
9am - 4pm

Small Hands-On  
Classes

GUARANTEED or  
Return for Free  
within 90 days

Save 15% OFF  
Upgrades



Quick Books  
Enterprise Solutions



### GET STARTED

- Set up your company
- Move around QuickBooks... EFFICIENTLY
- Get help...FAST

### EVERYDAY TRANSACTIONS

- **Selling:** invoices, sales receipts, payments, deposits, credit memos, and customer statements
- **Buying:** bills, bill payments, checks, bill payment stubs, bills vs. checks, and credit memos
- **Inventory:** purchase orders, receive items, adjust inventory
- **Sales Taxes:** set up, adjust, pay, and report sales taxes
- **Banking:** bank reconciliation and locate discrepancies, online banking

### SPECIAL TRANSACTIONS

- Give and receive refunds
- Void vs. delete a check
- Apply credit memos

### TIPS & TRICKS

- Special "Window" tricks
- Clean up lists (delete, hide and merge)
- Sort and customize lists
- "Collapse" financial statements
- Show P&L by month, or as a percent of income

### UNDERSTAND ACCOUNTING

- Really understand your financial statements
- Setup the chart of accounts
- Change and fix the chart of accounts
- Cash vs. Accrual accounting
- Use general journal entries
- Setup and use subaccounts

This class is taught by an experienced certified trainer. There will be a maximum of 4 students per class and is hands on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion.

View dates or sign up [www.jcscomputer.com](http://www.jcscomputer.com)

Call Toll Free 800/475-1047

Class Date: \_\_\_\_\_

Payment Method:

VISA  Master Card  American Express  Discover Please fax or e-mail paid invoice.

Credit Card Number

Cardholder Name

Credit Card Expiration

Phone

Cardholder Signature

Billing Address

City,

State, Zip Code

Payment in full is required for registration. You will receive confirmation for your requested class date once available space has been confirmed. Please wait on confirmation prior to making travel arrangements as classes do fill up. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 800/467-7672 or call now Toll Free 800/475-1047 to register for class