QUICKBOOKS
INTERMEDIATE CLASS OUTLINE

intuit
Solution Provider
Enterprise Suite
Retail Solutions
QuickBase Solutions

PAYROLL
- Setup employees, payroll items
- Track time and invoice time
- Process paychecks
- Modify paychecks
- Make tax deposits
- Prepare tax forms
- Summarize payroll data in Excel

ADVANCED FEATURES
- Use petty cash
- Use multi-user
- Password protect QuickBooks
- Update QuickBooks
- Work with Microsoft Word and Microsoft Excel
- Close the books
- Find transactions FAST and other time saving features
- Work with the accountant's review
- Protect your QuickBooks data

WORK WITH REPORTS
- Add, delete, resize, and reorder columns
- Filter and format reports
- Save reports and create memorized report groups

TIPS & TRICKS
- Keyboard shortcuts
- Add custom fields
- Tailor company preferences
- Create custom invoices and other forms
- Add logos and custom fields to forms

TRICKY TRANSACTIONS
- Use online banking
- Handle bounced checks...easily
- Enter customer down payments/deposits
- Setup automatic transactions (memorizing transactions)
- Use credit cards

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

intuit
Intuit QuickBooks
Enterprise Solutions
Business Management Software

Quick Books Enterprise Solutions

JCS
SOLUTIONS DELIVERED

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
Call Toll Free 800/475-1047

Class Date: _____

Payment Method:
❑ VISA ❑ Master Card ❑ American Express ❑ Discover Please fax or e-mail paid invoice.

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Phone   Cardholder Signature

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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