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## QuickBooks Software Training Advanced



**100% Satisfaction Guaranteed** or return to the next class for FREE.

Call for BEST prices on Software 800.475.1047 Ask the QuickBooks EXPERT Technical Support Line

Learn from a master how to master the advanced features of your software to gain pinpoint control over your business information. Bank reconciliation, security, special procedures, shortcuts, reporting and forms design. Get on the fast track to becoming a power user and take the pulse of your business. FREE Accounting System Guide included with class! Remember to bring your QuickBooks questions to class.

### QuickBooks Level 3 Expert

#### General Ledger

- Reversing Journal Entry
- How to Set up Budgets
- Consolidate Companies
- Year End Close Process

#### Bank Account Reconciliation

- Beginning Balances
- Bank Reconciliation Icon's
- Applying Finance Charges

#### Memorized Transactions

- Journal Entries
- Quotes
- Sales Invoices
- Purchase Order
- Payments
- Customers
- Finance Charge Rules
- Apply Finance Charges
- Printing Statements

#### Security

- Named User Lists
- Rolls Lists
- Audit Trail Review
- Internal Accounting Review

#### Special Procedures

- Attaching Documents
- Shortcuts to Tasks
- Global Options
- Find Transactions
- Task Screen Templates

#### Reporting

- Customizing Lookup Lists
- Customizing Dash Boards
- Advanced Modifying Forms & Email
- Advanced Modifying Reports
- Report Groups
- Customizing Financial Statements
- Excel Link
- Collection letters

Questions and Answers

Payment in full is required for registration. You will receive confirmation for your requested class date once available space is confirmed as classes do fill up. DO NOT make travel arrangements until you have received confirmation from JCS. JCS is not responsible for any such expenses. Level 2 or experienced processing knowledge required. Advanced Bookkeeping skills will be included in this class. This class is taught by a Master certified trainer. Each class is a maximum of 6 students. Will include CPE credits and a certificate of completion. Course cancellation must be received in writing 5 days prior to course date. Refunds are subject to a \$50 administrative fee. The class may be rescheduled with no administrative fee.

**Lunch and FREE user guide are included with class**

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

**Call Now Toll Free 800.475.1047**

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

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