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QuickBooks Software Training Class Payroll

JCS
Accounting ♦ Business ♦ Solutions

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

Master the functions needed to manage your employee information, process payrolls and print payroll tax reports, forms and filings on time and accurately. A thorough review of time and billing setup, transaction entry, processing will be included. If you need to understand and manage your payroll and time and billing this in-depth class if for you. A Free month end checklist for payroll processes will be included! Please bring your QuickBooks Accounting questions to class

QuickBooks Level 4 Payroll, Time and Billing

Default Information
- Payroll Settings
- Employees
- Payroll Preferences

Payroll Tax Tables
- Setup Payroll Tax Tables
- Loading Yearly Tax Tables

Employee Organizer
- Hire Employee
- Raises & Promotions
- Terminate Employee
- Employee Summary
- Background Check
- Employment Regulations

Employee Center
- Sick / Vacation
- Direct Deposit
- Beginning Balances

Paying Employees
- Setup Payroll Schedule
- Pay Single / Multiple Employees
- Change / Recall / Void Payroll Check

Payroll Reports
- Review Payroll Reports
- Review Payroll Forms
- Customize Payroll Reports

Paying Taxes
- Federal / State Tax Payments
- Process Payroll Forms

Time and Billing
- Setting up Time and Billing
- New Time Ticket Employees
- New Expense Items
- New Activity Items
- List Reports

Using Time and Billing
- Time Tickets – Weekly / Single Activity
- Entering Expense Tickets
- Paying Employees Using Time Tickets
- Invoicing Customers for Time Tickets
- Invoicing Customers for Expense Tickets

Reporting for Time and Billing

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

Call Now Toll Free 800.475.1047 Payment Method: Class Date:_____

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