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QuickBooks Software Training Setup

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

Begin with a solid understanding of what you need to get up & running. This class will review creating a new company and choosing the parameters to setup your system for ultimate performance and to prevent errors. This class will start by creating a new company, chart of accounts, customers, vendors, inventory items and entering beginning balances. You will have the building blocks to successfully utilize your investment. Remember to bring your QuickBooks questions.

QuickBooks – Level 1 Introduction

New Company Setup (Express Start)
- How to navigate QuickBooks
- Protect your data Backup & Restore
- QuickBooks help features
- Preferences

General Ledger
- Accounting Preferences
- New Chart of Accounts
- Subaccount of
- Chart of Account Class
- Edit / Delete / Inactivate Accounts
- Changing Chart of Account Id's
- General Ledger Beginning Balances

Accounts Payable
- Vendor Preferences
- New Vendor Records
- Address Info / Add'l Info / Acct Prefill
- Edit / Delete / Inactivate Vendors
- Changing Vendor Account Id's
- Vendor Beginning Balances

Accounts Receivable
- Customer Preferences
- Statement & Invoice Preferences
- Sales Tax & Sales Rep Setup
- New Customer Records
- New Customer Contacts
- Add'l Info / Add'l Info / Pmt Info / Job Info
- Edit / Delete / Inactivate Customers
- Changing Customer Account ID's
- Customer Beginning Balances

Inventory Items
- Inventory Preferences
- Review of Inventory Accounting COGS
- New Inventory Items
- Edit / Delete / Inactivate Items
- Changing Inventory Item Id's
- General / Custom / History Tabs
- Inventory Beginning Balances

Standard Lists

Startup Reconciliation

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. No product knowledge is required. Basic 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. CPE accredited and will include 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 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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