



Certified Consultant

PLATINUM



**INCLUDED**

- Manual
- Lunch

**COST: \$399**

**One Day Session  
9am - 4pm**

**Small Hands-On  
Classes**

**GUARANTEED or  
Return for Free  
within 90 days**

# TIMESLIPS BASIC CLASS TRAINING OUTLINE

This course is ideal for the beginner who wants to learn the basic features of this important software program. The course will guide you through the process of entering in your timekeepers, clients and tasks, as well as - tracking your time and expenses, entering transactions, and generating reports and bills. Upon completion of this training, you will be ready to use Timeslips for your own billing.

**This Training Course is designed to bring you through the process of:**

**Company Set-up**

- Firm Information
- Customize Terminology
- Aging Periods

**Data Entry**

- Defining Timekeepers
- Entering Clients
- Defining Tasks & Expenses

**Entering Time & Expense Slips**

- Abbreviations
- Markup and Adjustments of slips

**Pre-billing Reports**

- Pre-Bill Worksheets
- Slip Detail Reports

**Making Corrections**

- Billing Assistant

**Generating Bills**

- Bills

**Entering Transactions**

**Generating Reports -  
Post-billing Reports**

- A/R Reports
- Slip Totals by Period

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

**Call Toll Free 800/475-1047**

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

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

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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