

# Independent QuickBooks Training Class – “Inventory and Job Costing”

QuickBooks Accounting Software Inventory and Job Costing Training Course is designed to train you the 'best practices' for inventory control and how to use the software to keep your jobs out of excel. You will learn how to set up your system and record your information for peak performance. Become the office expert and get on the fast track to becoming a power user.

This Inventory and Job Costing QuickBooks Training Course is offered for Intuit QuickBooks Desktop Pro, Premier, Enterprise and online. All versions/All Releases are included. Classes are lead by a friendly Certified QuickBooks ProAdvisor who also provides advice and support for all versions of QuickBooks. Classes are hands-on and small to give you an optimal learning environment.

## Preference Information

- Inventory Items/General/Ordering
- GL Accounts/Taxes/Custom Fields

## Inventory Items

- Inventory Type
- Assembly/Group Items
- Unit of Measure
- Notes/Custom Fields
- Attributes
- Serial Numbers
- Item Prices/Price Level Lists
- Quantity Discounts/Edit Markup
- Inventory Reorder Point/Site Info
- Change Inventory Item Name/Number

## Purchase Inventory

- PO's/Select for PO
- Receiving a Purchase Order
- Enter Bill Receipts
- Subcontractor Insurance

## Inventory Transactions

- Issue Inventory
- Assemblies/Group Items
- Work Tickets
- Customizing Work Tickets
- Reports

## Selling Inventory

**Free QuickBooks Month end checklist, Accounting Software System Guide and check register included with your QuickBooks Training Class. Get on the fast track to becoming a power user.**

- Lunch Included
- CPE Credits
- Glossary of Accounting Terms
- Certificate of Completion
- 100% Guarantee or Return for Free

- Quotes/Orders/Invoices
- Tracking COGS/Profitability
- Items Sold to Customers

## Preference/Default Information

- Job Costing/General/Status
- Custom
- Burden/Payroll

## Job Setup

- New Jobs/Phases/Cost Codes
- General/Budgets/Notes
- Notes/Attachments
- Change Job Numbers
- Recording Job Activity
- Purchases
- Issue Inventory to a Job
- Payroll Labor Hours
- Time Ticket Hours
- Change Orders
- Work in Process

## Billing Jobs

- Learn to Bill on Percent of Contract
- Percent of Proposal
- or Percent of Completion
- Billing Retainage

## Questions and Answers

For over 30 years Accounting Business Solutions has helped small businesses implement, train and learn how to use accounting software. Additional services include data conversion and integration services to other software applications.

Payment in full is required at registration of your QuickBooks Training Class. Accounting Business Solutions by JCS is not responsible for travel arrangements/accommodations. Do not make travel arrangements until you have received registration confirmation. Basic product knowledge is required. Basic Bookkeeping skills are reviewed in the class. Each class has a maximum of 6 students. CPE accredited hands-on classes taught by a Certified QuickBooks ProAdvisor. Certification of Completion provided after course fulfillment. The class may be rescheduled with no administrative fee. We require 5 days written notice to cancel registration. Refunds are subject to a \$50 administrative fee. Call Now Toll Free 800.475.1047 or email [solutions@jcscomputer.com](mailto:solutions@jcscomputer.com) to learn more about your next QuickBooks Training Class.

