



Located in:

Custom Business Services  
The Grant Avenue Plaza  
360 Grant Avenue  
Auburn, NY 13021  
V: 315-258-8780  
F: 315-258-0381

## The Facility



The classroom we use is located in **The Ruth E Carpenter Memorial Training Center**, housed inside Custom Business Services. An eight workstation computerized facility allows attendees to have a truly hands-on experience. Class sizes are limited to allow for as much personal attention as possible.

## Meet Our Instructor

### Kimberly S. Manrow, E.A.

Licensed Enrolled Agent with the Internal Revenue Service

Kim established Custom Accounting Services in 1997 after completing her Associates degree in Accounting. A QuickBooks user from the first version; she has developed a comprehensive understanding of the software itself and has mastered its capabilities while bringing both elements of taxation and accounting principle to class.



# 5 weeks

Course Level  
**Beginner**



# Course Descriptions

Software  
**QuickBooks Pro**

Course Level  
**CL1 - Beginner**  
**CL2 - Intermediate**  
**CL3 - Advanced**

## Introduction to QuickBooks (QuickBooks 101) - 5 weeks **CL1** **\$385.00**

Starting a business? Decided it's time to computerize your pen and paper book-keeping? This is the right course for you. You get step by step lessons on how to setup your QuickBooks program exactly how you want it, how to use each part of the program, and what bookkeeping techniques you need to know to have an efficient and useful set of books. The classes are structured to allow for one unit a week with time to follow up on what you have already learned. In the first week we start with bookkeeping basics, program setup and useful tips to get you started on the right track. The next lessons move you through Sales and Accounts Receivable, Expenses and Accounts Payable, Banking, Balancing and Best Practices comes next with a final class summarizing your program and teaching you about all the reporting functions and best of all how to read them.

## QuickBooks 102 Level Courses (See Below) - 6 weeks **CL 2** **\$450.00**

This group of classes covers the Premier Versions of QuickBooks. Each class covers a particular part of the program from proper setup through using it in daily tasks. The great thing about this class is that you will get all the Bookkeeping Best Practices and Accounting Theory that will make you proficient with the program and a good bookkeeper at the same time! We will cover, Program Setup, Chart of Accounts, Sales Tax, Accounts Receivable, Accounts Payable, Inventory, Classes, Departments, Reporting, Reading Financials, Fixed Assets and more. The nice part is that it is not generic to all users; we have broken them down to ensure you learn just what you need to know. Pick the class that will give you the best data to run your business.

### 102JCPremier Job Costing - 6 weeks **CL 2** **\$450.00**

A course for project driven businesses: Contractors of all trades, all Professional Industries including Lawyers, Designers, Consulting Firms, Architects, Engineers, Computer Technicians.

### 102F Premier Farming Specific - 6 weeks **CL 2** **\$450.00**

Geared to both Dairy and Crop Farmers, get all of your special needs and circumstances addressed. See how the program can be modified to track your cows for your tax time reporting.

### 102M Premier Manufacturing - 6 weeks **CL 2** **\$450.00**

Do you have a small manufacturing company; not ready for a big expensive program yet? We can get you started; design your accounting system to work the best for your kind of manufacturing process.



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## 102INV Premier with Full Inventory - 6 weeks **CL 2** **\$450.00**

Small retailers, project based companies that resell products, and service businesses that also have inventory. The class will cover it all for you.

## Payroll in QuickBooks - 1 day **CL 1** **\$75.00**

This is a one day intensive course geared to helping you get your payroll program setup correctly in QB, learn the basic rules of payroll, the pit falls, and some of the benefit rules that you might need to set up in the program. You will be running checks by the end of the class.

## QuickBooks Troubleshooting - 3 weeks **CL 2** **\$250.00**

QuickBooks users everywhere....Tech support across the Atlantic not doing it for you? This is your chance to solve the problems and make the frustrations go away. This class is for the current user. Find out about upgrading, get answers to your software questions and let us make you efficient and proficient in QuickBooks. The course is student driven; the areas covered will reflect the list of problem areas submitted by the students prior to class.

## Enterprise Solutions - 4 weeks **CL 3** **\$350.00**

This is QB on steroids. This program is QuickBooks as you know it, just super-sized. You can run it with layers of enhanced security-limiting access to the various departments that may need to use the program, but not have full access. This program offers up to 20 users, larger inventory capabilities and larger file sizes. There are several enhanced features that are reviewed in detail from Inventory Control and Reporting Features to basis division of duties options created in the enhanced format. This class is designed for the current QB user that has a solid understanding of QuickBooks Premier. Larger companies wanting to get an Introduction to its capabilities may also benefit from this class.

## Not-For-Profit Accounting - 4 weeks **CL 3** **\$350.00**

This class has been designed to be a second step to QB 101. Fund balance accounting has its own set of rules that QuickBooks handles in their NFP version, but the knowledge of how to make it work lies with the bookkeeper. Once you have an understanding of QB basics either from 101 or from prior experience, we will thoroughly go through the special reports and tracking features for Grant administration, how to best post allocations in the program, and review how to prep for your audit. Plus a full session of Q & A will be provided to ensure your QB program is set up properly, guaranteeing success!



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**Point of Sale - 4 Weeks**

**CL 3**

**\$350.00**

The QuickBooks add-on program designed for the retail business. When you have a large inventory that you need to keep tight control of and various staff with limited access that you want trained on selling your products, then this program might be the answer. There are tons of inventory and point of sale programs on the market, but none that are as seamless with QB. This software is an affordable alternative that integrates all inventory and selling control points, but is easy to use and comprehensive for the small retailer. A simple PC and printer will get you started, but credit card and scanning equipment are also options to make the system efficient and professional.

**Bookkeeping Best Practices - 3 weeks**

**CL 1 CL 2 CL 3**

**\$250.00**

Are your skills rusty? Ready to ask for a raise? Just looking for a little guidance with your accounting? This class is not about software, it is all about being a better bookkeeper. If you are the owner, the office manager, or the bookkeeper this class will teach you the best practices to have accurate books that will give you the management tools to run a successful business. We will discuss the IRS requirements of your books, the audit trail, and the Accounting Theory that makes your bookkeeping more than a group of numbers.

**Administrative Review - 2 weeks**

**CL 3**

**\$250.00**

The class is designed for managers, administrators, and business owners that have a staff bookkeeper. It is important that the leadership of any organization understand their accounting system and how to run reports and monitor cash flow, but may not need to know all the specifics of the program and how to process bookkeeping tasks themselves. This class is a complete overview of the program with a special emphasis on the reports, how to read them, and what questions to ask your bookkeeper about the details.

**Spreadsheet Know-How - 2 weeks**

**CL 1**

**\$150.00**

This course will teach you how to handle the specific tracking and details that basic accounting software just can't do. Learn to export data from your accounting software, manipulate the data, write formulas, create macros, and format sheets for a professional look or just to fit it on the page. This course will be student driven to ensure you get out of it what you really want to know. Build a budget, allocate payrolls, cost out a set of plans; you name it we can do it.



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### Registration and Schedules:

Registration forms are available at our website, or by contacting our offices at **315-258-8780** or **[inquiries@custom-accounting-services.com](mailto:inquiries@custom-accounting-services.com)**.

Advanced payment is required. We accept Visa, MasterCard or Discover, in addition to cash or checks.

The course schedules are available at our website: **[www.custom-accounting-services.com](http://www.custom-accounting-services.com)** Please click on the Custom Business Services tab and then select "Courses at the Training Center." We offer a mix of day and evening courses, please contact our offices if you do not see a program that meets your needs. We will make every effort to schedule a course for you. Group discounts are available if you would like a course more specialized and detailed for your industry or company.

**If you would like to sign up to receive additional information and dates about upcoming QuickBooks classes or other CBS courses please contact [marketing@cbscooperative.com](mailto:marketing@cbscooperative.com)**



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