

Introduction to JAZZ-it!

This course will guide you through the steps to bring JAZZ-it! into your new and existing CaseWare files. We will cover importing trial balance data, bringing in JAZZ-it! maps and key templates into your file. This course is designed to get the new user up and running with JAZZ-it! quickly.

- Introduction to JAZZ-it!
- Overview of JAZZ-it! documentation
- Setting up CaseWare defaults
- Understanding the JAZZ-it! system
- Mapping / remapping
- Implementation strategies
- Invoice
- Engagement letter
- Benefits of using JAZZ-it!
- Setting up CaseView defaults
- Importing data
- Sign in/out, check in/out
- Copy template options
- Financial statements - basics
- Capital asset schedule
- Client representation letter

Advanced JAZZ-it!

This course is intended for people who have been preparing files using JAZZ-it! for some time and have been wondering "Am I using all that's available in these templates?". We look at using schedules, the statement of cash flows, notes to financial statements and much more.

- Review financial statement basics
- Prior period adjustments
- New 1-3 year statements
- Statement notes
- Prepaid working paper
- GST working papers
- Combining accounts in the statements
- Creative ideas for notes and schedules
- Open discussion period
- Statement schedules
- Statement of cash flows
- Materiality guidelines working paper
- Callable and long term debt
- Exporting GIF1 numbers
- Consolidations - advanced
- Recent changes

JAZZ-it! Administrator

If you are responsible for updating JAZZ-it! from our website, or making changes to the JAZZ-it! templates, this course is for you. We cover updating templates, tracking your revisions, and how to handle the most frequently requested customizations.

- Customizing headers and footers including firm letterhead
- Updating your KLIB from the Snack bar
- Adding foreign exchange to the generator
- Changing the name of note modules (e.g., additional policy 1)
- Dealing with document ID conflicts with other CaseWare templates (e.g. CICA / CGA programs and checklists)
- Proposed new templates
- Commonly requested statement customization
- Changing firm profile information
- Adding options to pop-up menus
- Style sheets for underlining and cell group options
- Modifying the generator for interim reporting
- Open discussion period

JAZZ-it! Training Registration Form for November 2010

Firm Name: _____ Email: _____
 Contact: _____ Phone: _____
 Address: _____ Fax*: _____
 City, Province _____ Postal: _____

Number of Students	Course name	Date	Fee per Student	Session Total
	Introduction to JAZZ-it!	Mon, November 8	445.00	
	Advanced JAZZ-it!	Tues, November 9	445.00	
	JAZZ-it! Administrator	Wed, November 10	445.00	
			Sub-total	
			5% GST	
			<i>Total</i>	

Our GST Number 867964379

Payment Options (due with your registration):

- Cheque payable to AccountantsTemplates Inc. - please mail to the above address
- Visa MasterCard

Cardholder Name: _____ Card No: _____ Expiry Date: _____

Authorized Cardholder Signature: _____

Class Times: 9:00 AM – 4:00 PM – **Lunch is provided.**

Seminars: Introduction to JAZZ-it! – **Nov 8** Advanced JAZZ-it! – **Nov 9** JAZZ-it! Administrator – **Nov 10**

Seminar fees: Each seminar is \$445+GST per student and is a full day of training. Please book at least 1 week in advance of the class you wish to attend. Cancellations must be received at least 2 weeks in advance of class date for refund. Cheques must be received at least 1 week in advance of course date to secure registration. Seating is limited.

Course location: Radisson Hotel Calgary Airport
 2120 – 16th. Avenue NE
 Calgary, AB T2E 1L4
 Phone: (403) 291-4666 Toll-free: (800) 395-7046

PD Points: This training may qualify for professional development points. Check with your Association for further information.

*Registration confirmation will be sent by fax.

If you have any questions regarding JAZZ-it! Training you can email them to training@jazz-it.ca .

Please fax the completed form to us at 403-670-7590

For your payment security, if paying by credit card please fax registration form, DO NOT EMAIL

