

### *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 October 2011**

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!	Tues, October 4	445.00	
	Advanced JAZZ-it!	Wed, October 5	445.00	
	JAZZ-it! Administrator	Thur, October 6	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! – **Oct 4** Advanced JAZZ-it! – **Oct 5** JAZZ-it! Administrator – **Oct 6**

**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:** **Best Western Westwood Inn**  
 18035 Stony Plain Road  
 Edmonton, AB T5S 1B2  
 Toll-free: 1-800-557-4767

**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](mailto: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**

**EDMONTON**