



### *Introduction to Jazzit*

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

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

### *Advanced Jazzit*

This course is intended for people who have been preparing files using Jazzit 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 9 column 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
- New Loan/Lease calculator
- Exporting GIF1 numbers
- Consolidations - advanced
- Recent changes

### *Jazzit Administrator*

If you are responsible for updating Jazzit from our website, or making changes to the Jazzit 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 KL1B 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. CPA / 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

**Jazzit Training Registration Form for December 2014**

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

Number of Students	Course name	Date	Fee per Student	Session Total
	Introduction to Jazzit	Tues, December 2	495.00	
	Advanced Jazzit	Wedn, December 3	495.00	
	Jazzit Administrator	Thur, December 4	495.00	
			Sub-total	
			13% HST	
			<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.

**Parking at the hotel is included.**

**Seminars:** Introduction to Jazzit – Dec 2 Advanced Jazzit – Dec 3 Jazzit Administrator – Dec 4

**Seminar fees:** Each seminar is \$495+HST 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:** Delta Toronto East  
 2035 Kennedy Road  
 Toronto, ON M1T 3G2  
 Phone: (888) 890-3222

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

\*Registration confirmation will be sent by email.

If you have any questions regarding Jazzit Training you can email them to [training@jazzit.com](mailto:training@jazzit.com).

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

