



QuickBooks Pro 2012[®]

TWO DAY INSTRUCTIONAL COURSE



With a Certified Quickbooks[®] Trainer

Use the top accounting tool of choice! QuickBooks software program is among most used by accountants and small business owners. Gain control over your business by using QuickBooks and be ahead of your competition! The course includes new features and old standards:

New Features in 2012 Version

Calendar View Document Center Lead Center
Batched Time Sheets Industry Specific Report Templates

And:

- how to enter sales, customer payments, deposits
- record bills, checks, vender payments
- maintain databases of customers, vendors, employees and inventory files
- creating and printing reports
- setting up company files, sales tax, payroll
- printing checks and invoices
- processing payroll
- writing letters thru QuickBooks[®]
- using QuickBooks[®] tools
- handling refunds, vendor credits, partial payments
- Customer Snapshots, Batch Invoicing, Collection Center, Balance History Transition History
- Centers: Payroll, Collections, Reports
- Download Transitions

FREE Business or QuickBooks Assessment



Work directly with a Business Expert

SIGN UP TODAY!

Classes at

- Coral Springs,
- Boca Raton
- Miramar
- Palm Beach Gardens

**Class Size Limited
Register Early**

Course Tuition, Fees Plus Assessment

Normally: \$249

Early Registration Only:

\$195.95

Good until 2/1/2012

Use promotion code QB20120229

Register Today!

www.alexanderassociates.org



888-798-6487

Please complete the full information legibly below for the first step of registration. (Full payment is required)

Name _____ **Phone #** _____

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(A valid Phone number and E-mail is required for registration confirmation)

Preferred Location: Miramar Coral Springs Boca Raton Palm Beach Gardens

E-mail registration form to register@alexanderassociates.org

Fax it to: 888-532-0855 or call 888-798-6487

A representative will contact to complete your registration