



Advanced QuickBooks Certificate Program

Using QuickBooks to Manage Your Business Even Better....

Workshops scheduled on March 21, 23, 28, 30, 2017 – Tuesday/Thursday evenings for 2 weeks from 6 to 9 pm.

Learn skills to

- Create, modify and analyze reports
- Customize forms
- Set up and manage inventory
- Estimate job and track time
- Understand backup and restore data, accountant and portable files
- Create budgets in QuickBooks
- Track and pay sales tax
- Resolving issues with application of payments
- Advanced Tasks - credit memos, refunds, deposits, invoice adjustments, returned checks and fees

Fee: \$250; beginner knowledge of QuickBooks required.

REGISTRATION FORM

Name _____ Company _____

Are you the business owner? ☐ Y ☐ N How did you hear about the program? _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Credit Card No. **(Visa or MasterCard Only)** _____

Expiration Date _____ 3 Digit Security Code _____

Signature _____ Cardholder Name _____

Amount Paid \$ _____

Please contact April Jones for information or to register at 516-463-5850 or april.jones@hofstra.edu. Fax this form to 516-463-3907 or scan/email.