



Need Training For Your Dealership Personnel?

Dixon Hughes PLLC provides Internet-based, role-specific courses for dealership personnel who may be directly or indirectly involved in the day to day accounting and financial reporting processes for automobile dealerships. eAutoLearning.com was developed to help support and teach automotive dealership staff. The courses are designed to help dealership staff perform successfully as business professionals and enhance their contribution and productivity in the workplace. eAutoLearning.com covers seven accounting areas in the automotive dealership, and our new offering, FTC Safeguards Online Training, brings all your employees up to speed on critical mandates.

Register Today!

Fill out and return the registration form below or call 1.877.DLR.CPAS (1.877.357.2727). You may also register online at www.eAutoLearning.com.

Courses

Accounts Payable Clerk

Accounts Receivable Clerk

Payroll Clerk

Car Deal Clerk

Title Clerk

Inventory Clerk

Warranty Clerk

FTC Safeguards Training

REGISTRATION

Please register me for the following courses on **eAutoLearning.com**:

- | | | |
|---|---|---|
| <input type="checkbox"/> A/P Clerk: \$149 | <input type="checkbox"/> A/R Clerk: \$99 | <input type="checkbox"/> Payroll Clerk: \$199 |
| <input type="checkbox"/> Car Deal Clerk: \$99 | <input type="checkbox"/> Title Clerk: \$149 | <input type="checkbox"/> Inventory Clerk: \$149 |
| <input type="checkbox"/> Warranty Clerk: \$49 | <input type="checkbox"/> FTC Safeguards Training: \$19.95 | |

Name _____ Title _____

Organization _____

Address _____

City/State/Zip _____

Telephone _____ Fax _____

E-mail _____

How did you learn about eAutoLearning.com? _____

Make check payable to: Dixon Hughes PLLC

Mail to: Dixon Hughes PLLC

2501 Blue Ridge Road, Suite 500

Raleigh, NC 27607

Tel: 877.DLR.CPAS Fax: 919.876.8680

Web site: www.dixon-hughes.com/dsg

E-mail: registerdsg@dixon-hughes.com

Check Enclosed Bill Me

AE VISA MC

Card # _____

Exp. Date _____

Name on Card _____

Signature _____

Course Descriptions:

Accounts Payable Clerk

Registration fee: \$149

Three modules

This course teaches you the critical functions of the accounts payable desk, including how to reconcile vendor invoices and understand the differences between invoices from manufacturers, outside vendors and credit memo offices.

Accounts Receivable Clerk

Registration fee: \$99

Two modules

This course teaches you how to maintain a positive cash position, recognize the various types of receivables, learn how to prepare billing statements, reconcile posted documents to billing statements, and prepare receipts for each type of receivable.

Payroll Clerk

Registration fee: \$199

Four modules

This course teaches you about the various forms used in the personnel/payroll area, their importance and applications.

Car Deal Clerk

Registration fee: \$99

Two modules

This course teaches you how to correctly process sales of new and used vehicles using the variety of paperwork involved in the purchase of an automobile.

Title Clerk

Registration fee: \$149

Three modules

This course teaches you how to transfer and register new and used vehicles through the Department of Motor Vehicles and recognize the parts of each document used to process a motor vehicle.

Inventory Clerk

Registration fee: \$149

Three modules

This course teaches you how to record and track all vehicles in inventory and complete all of the relevant paperwork to maintain a comprehensive listing.

Warranty Clerk

Registration fee: \$49

One module

This course teaches you how to identify and track warranty claims, collect the funds for those claims and maintain accurate receivable schedules.

FTC Safeguards Training

Registration fee: \$19.95

One module

To protect consumers, the FTC Safeguards Act requires that auto dealerships implement an information security program. It also mandates that employees receive training at least annually in this area. This course provides training to the employee with regard to safeguarding customer information, including maintaining the security, confidentiality and integrity of customer information.