



**Kian Finance Training and  
Education Center**  
2012 Hollywood Boulevard Suite B  
Hollywood, FL 33020  
Office: 954-399-8980  
www.fkianfa.com

## **Bookkeeping-QuickBooks Crash Course**

\*Evenings, \*Weekdays, and \*Weekends classes

**Individuals Discount 10 days before classes, 10% off**

- ✓ At the end of this course, you will have a good understanding of Financial Reports, Cost of Goods Sold, and proper adjustments,
- ✓ QuickBooks entries for clients, vendors, employees, and the best way for account organization
- ✓ You will receive a Certificate of Participation

### **Bookkeeping: Course Objectives**

- Bookkeeping Equations: Assets, Liabilities, and Owners Equity
- Step by step task for a bookkeeper in a company
- Chart of Accounts and Monthly statements and reconciliations
- Financial Statements
- *Adjusting Entries at the end of the year and closing the books*

### **QuickBooks--Course objectives**

- Create a new QuickBooks company file, or open an existing one,
- Create lists of customers, vendors, employees, and items,
- Create Invoices, credit memos, sales receipts
- Organize all accounts for easy reference
- Produce financial reports that make sense to the owner(s)

**ENROLL TODAY: 954-399-8980 OR [fkianfa@gmail.com](mailto:fkianfa@gmail.com)**

**Two Days Course-Enrollment Fees: \$499**  
**(Your group of 5 will receive a 20% discount)**