|  |  |  |
| --- | --- | --- |
|  |  | **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**

Weekend classes 10 a.m. to 4 p.m. (Weekdays also available-call for schedules.)

**FACE-T0-FACE WORKSHOP (SPACE IS LIMITED)**

* At the end of this course, you will have a good understanding of all financial terms, Setting up QuickBooks and Financial Statements
* You will receive a Certificate of Participation

Bookkeeping: Course Objectives

* Bookkeeping Equations: Assets, Liabilities and Owners Equity
* Step by step task for 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 * How to organize all accounts for easy reference * Produce financial reports   **Beginner’s Payroll—Course Objectives**   * Form W-4, Filing Status and changes * Contractors and Employees * Self-Employment Tax * Unemployment Tax: UCT-6 (RT-6) * How to file and report Payroll Taxes and EFTPS • * Issuing W-2 and W-3 | |

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

***Two Days Course-Enrollment Fees: by Zelle $499, online/Credit cards: $549***