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

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

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