



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

## Bookkeeping-QuickBooks Crash Course Monday and Wednesday 10-4 pm.

### **FACE-TO-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)

**Two Days Course-Enrollment Fees: \$499**