



**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
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

Two Days Course-Enrollment Fees: \$499