

**TUES
MAY
20
2014**

1:00—4:00PM
The ELKIN CENTER
1461 North Bridge Street, Elkin

SURRY 
Community College™

Basic Bookkeeping with QuickBooks Pro



This seminar shares a practical working example of a QuickBooks Pro company file that employs an “after the fact” approach to recordkeeping as well as using QuickBooks in the simplest way possible.

This seminar will focus on recording your business transactions "after the fact" (the way most businesses start out) and will cover examples of how to:

- (1) set up a simple chart of accounts for profit & loss reporting
- (2) use the check register to enter data
- (3) record deposits & summarize sales information
- (4) reconcile the bank account and keep the check stub balance

Presenter: Semone Brisson

**Pre-registration is required by contacting the Small Business Center at
cobles@surry.edu or 336.386.3685.**



This event is co-sponsored by the
Yadkin Valley
Chamber of Commerce.
Please visit their website at
www.yadkinvalley.org
to find out how the chamber
can help your business grow!

