

**TUES  
NOV  
18  
2014**

**1:00—4:00PM**  
**The PILOT CENTER**  
**612 E Main St., Pilot Mountain**

**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 336.386.3685 or registering online at [www.surry.edu/sbc](http://www.surry.edu/sbc).**



This event is co-sponsored by the Greater Mount Airy Chamber of Commerce. Please visit their website at [www.mtairyncchamber.org](http://www.mtairyncchamber.org) to find out how the chamber can help your business grow!

