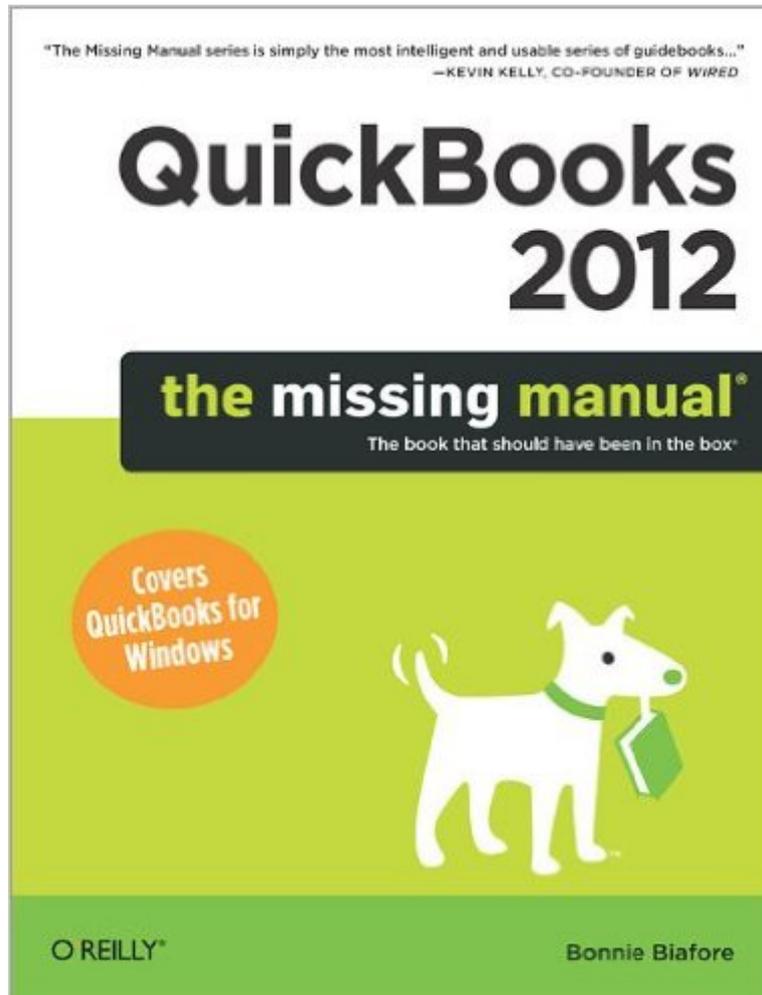


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# QuickBooks 2012: The Missing Manual



## Synopsis

Your bookkeeping workflow will be smoother and faster with QuickBooks 2012 for Windowsâ but only if you spend more time using the program than figuring out how it works. This book puts you in control: you get step-by-step instructions on how and when to use specific features, along with basic accounting advice to guide you through the learning process. The important stuff you need to know: Get started. Set up your accounts, customers, jobs, and invoice items quickly. Manage your business. Track spending, income, invoices, inventory, and payroll. Spend less time on bookkeeping. Use QuickBooks to create invoices or timesheets in batches. Follow the money. Examine everything from billable time and expenses to year-end tasks. Find key info quickly. Rely on QuickBooksâ™ vendor, customer, inventory, and employee centers. Exchange data with other programs. Move data between QuickBooks and Microsoft Office.

## Book Information

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The title of the book is "Quickbooks 2012 - the Missing Manual". It should be "Quickbooks Pro ..." Quickbooks is available in three desktop editions (Pro, Premier and Enterprise) and three online versions (Simple Start, Essentials and Plus). The book keys on Pro, the simplest of the desktop versions. The Premier and Enterprise versions are so much richer in features and function. The author does mention some of the advanced features, but there is no real "how to" for the advanced features. If your company uses something other than Pro, this book is going to lack what you are

looking for. If you use Pro, then it is a good book.

QuickBooks: The Missing Manual, written by Bonnie Biafore, is a fantastic QuickBooks manual written in a format that models a novel. It tackles QuickBooks software in the order that you would encounter different aspects of the software. While it is not a quick reference guide, specific tasks can be looked up easily in the Table of Contents and then located quickly because of the way the author creates bulleted lists in each section. Biafore knows QuickBooks so well that this book seems like it should accompany the software. The way it reads, it truly seems like the "Missing Manual". Annette Fadness, MBA

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Recently switched accounting systems over to QB's and had attended classes at the local college, but still found myself trying to teach myself. This book goes right to the core, bottom line on "How to do" whatever it was I was looking for each day cutting through all of the unnecessary theory's or jargon and just explained the how to do what I need to get done. One of my college instructors gave me this book tip and its been the best purchase ever !

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