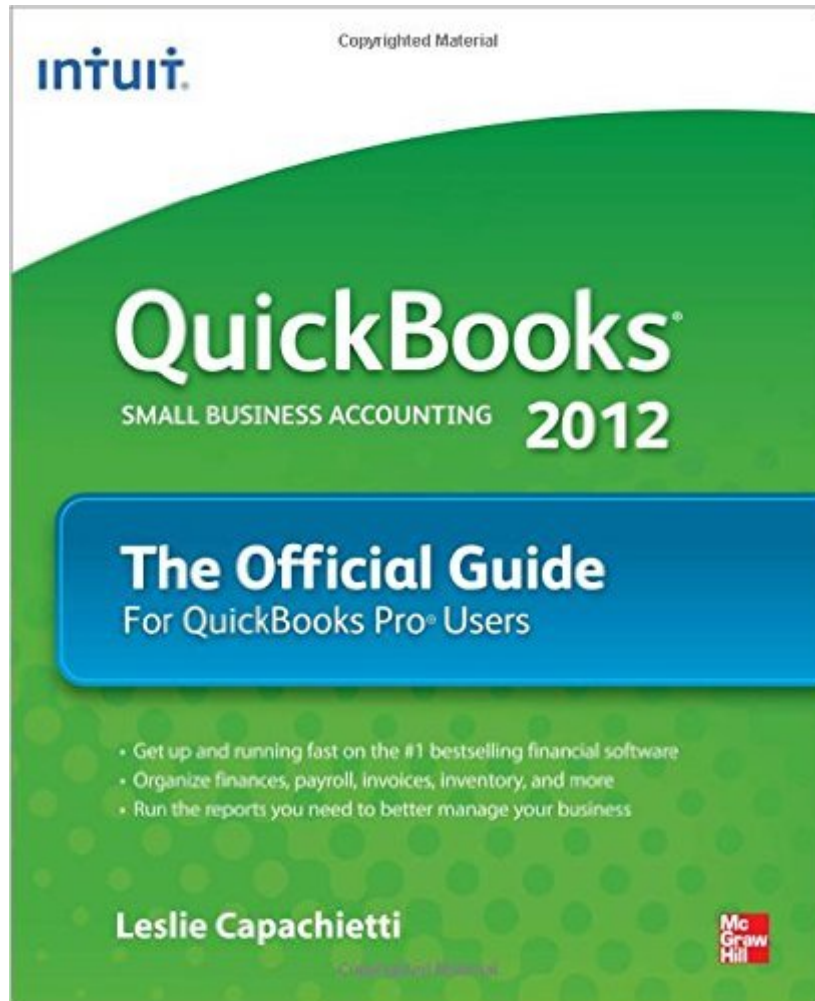


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# QuickBooks 2012 The Official Guide (QuickBooks: The Official Guide)



## Synopsis

The only official guide to the #1 bestselling financial software Packed with insider tips and expert advice, QuickBooks 2012: The Official Guide shows you how to set up a comprehensive, well-organized small business financial management system with ease! Find out the most effective methods for accomplishing essential business tasks and customizing QuickBooks for your needs. Fully endorsed by Intuit, makers of QuickBooks, this official guide provides best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software's features. Run an efficient and successful small business using the proven techniques and time-saving shortcuts inside this authoritative guide to QuickBooks 2012. Configure and customize QuickBooks for your business Avoid common mistakes Enter transactions quickly and accurately Manage accounts payable and receivable Set up and manage inventory Track employee hours and manage payroll Use Online Banking Reconcile bank accounts Set up and manage budgets Create standard and customized business reports Make key business decisions with confidence

Leslie Capachietti, MBA, is a nationally recognized speaker and trainer for Intuit and the Principal of Automated Financial Solutions, an accounting systems consulting firm located in the Boston area. She has been supporting small business owners across the U.S. for more than 15 years, helping them gain control of their financial operations using QuickBooks software. Leslie is the author of QuickBooks 2011: The Official Guide.

## Book Information

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## Customer Reviews

I am a bookkeeper and use Quickbooks all the time. I have many clients and all their businesses are different and have their own idiosyncrasies. Many times I need a resource to help me determine the best way to handle specific problems. This book is my "go to" resource. I always have it with me and recommend it for the beginning and more advanced user of Quickbooks.

This is a wonderful resource for QuickBooks users of all levels. It is well organized and offers clear instruction and valuable time-saving tips and tricks in each chapter. As a QuickBooks ProAdvisor, I recommend this book to my clients to use for both training and as a reference.

My husband started a new business and I bought the QuickBooks 2012 Pro to use for the 'bookkeeping' end of it. I tried to figure it out without the book, but some of us "dummies" just need more help. Couldn't have done it without the book to READ and check back to a hundred times a day.

We've been using QuickBooks for our retail business for while now and only recently upgraded to the latest version. This book helped us find and learn how to use features in the software that we never used before (and actually didn't even know existed). We're actually feeling a bit more confident that our office staff is using QuickBooks correctly. This is my new go to resource for quick books!

I own a Distribution company and we have been using QuickBooks for 10 years now. Each year I pay an expansive Tech Support Fee to Intuit to maintain the privilege of talking to someone half way around the globe who simply reads me random tips and fix-it ideas from a screen. For what? I purchased this book at the recommendation of a colleague...Best \$20 I've ever spend. It lays things out in a very logical and systematic format that is easy to follow. We look to this book now before we even think to pick-up the phone. We usually find the answer to our question before we would normally be answered off hold with the QB Call center. It is now apart of any new hire orientation program for us and we have found numerous tips and shortcuts that has increased our productivity. One of my employees takes great pride in finding new things in this book and implementing them into our workflow. Of course she tries to take credit for these things...Honestly, for how invaluable QuickBooks is to your business, it is only as good as how well you can use it. Spend the \$20 right now and unlock the power of this great program without the hold time.

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I have looked at other books on Quickbooks and there is a reason that this is "The Official Guide".

This book is complete answering every question you can imagine on Quickbooks 2012 and will educate you on how to use QB 2012.

I am Certified QuickBooks ProAdvisor with over a decade of experience who has written QB training guides and taught many end users - this publication is well written, concise and comprehensive. As an accredited professional accountant for over 30 years, the appeal of the guide is the breadth of coverage - it covers the essentials for the novice user AND provides useful guidance & insight for the user who wants to take the "deep dive" into the QuickBooks pool. Realistically, the guide is all a QuickBooks user requires in terms of a manual.

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