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*Stephen L. Nelson*

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# QuickBooks For Dummies

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**QuickBooks For Dummies** Stephen L. Nelson

**Manage your business finances the easy way with QuickBooks**

Get your small business rolling with great ideas, exceptional organization skills, unique products or services — and a trusted, accessible, accounting system like QuickBooks. This friendly book shows you how to use this popular business accounting program to clearly understand your finances and run your business with ease.

- Start here — discover what you need to do to be ready for QuickBooks, set up the software, reel in the dough, and pay the bills
- Get it together — learn to enter data, create professional-looking invoices, and record and print sales receipts
- Narrow it down — keep tabs on who needs to get paid and who owes money
- Monitoring made easy — create financial reports and track every dollar coming in and going out
- Populate QuickBooks — enter information about your products, employees, customers, and vendors into lists
- Satisfy the IRS — use QuickBooks to maintain your accounting records to comply with tax laws

## **Open the book and find:**

- Steps to setting up and succeeding with QuickBooks
- Ways to customize invoices and memos
- How to track accounts receivable and payable
- Instructions for recording and printing a sales receipt
- Advice for tracking vehicle mileage and paying sales tax
- Tips for small business owners

## **Learn to:**

- Organize financial information for your business
- Create invoices and credit memos
- Prepare a sales receipt and record customer payments
- Generate financial reports

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