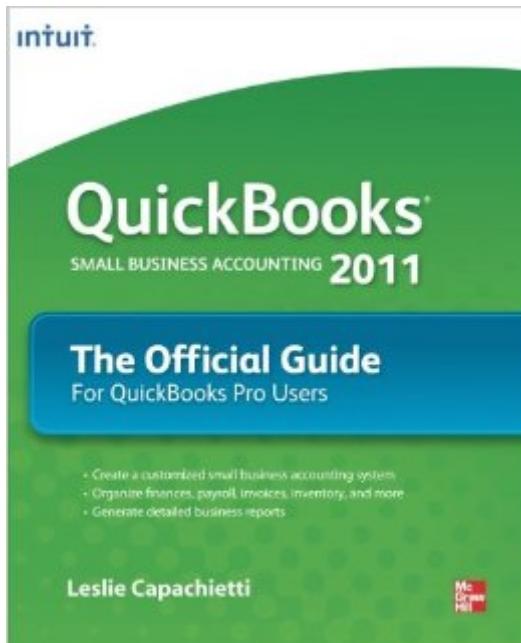


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# QuickBooks 2011 The Official Guide



## **Synopsis**

The only official guide to the #1 bestselling financial software Packed with insider tips and expert advice, QuickBooks 2011: 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 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, monitoring inventory, managing sales and expenses, and maximizing your QuickBooks software. Run an efficient and successful small business using the proven techniques and time-saving shortcuts inside this authoritative guide to QuickBooks 2011. Configure and customize QuickBooks for your business Enter transactions quickly and accurately Manage accounts payable and receivable Monitor inventory Manage customers and vendors Track employee hours and manage payroll Reconcile bank accounts Set up and manage budgets Create standard and customized business reports Analyze business performance

## **Book Information**

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