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If you're like most people involved with a small business, accounting is the last thing you want to spend a lot of time on. Luckily, *QuickBooks For Dummies* makes it easy to get all the confusing finance stuff out of the way so you can concentrate on other aspects of your growing business. Inside this fun, easy-to-read guide, you'll find out how to manage your financial records, track sales and inventory, pay bills, figure out job costs, and more.

With easy-to-follow guidance and plain-English explanations that cut through the financial jargon, this resource shows you how to get started with QuickBooks, populate QuickBooks lists, create invoices and credit memos, record sales receipts, set up inventory items, record and pay bills, track business checkbooks and credit cards, print checks, build a budget, generate financial reports, and so much more.

- Walks you through installing the software and configuring QuickBooks for your business needs
- Shows you how to write checks, set up payroll reminders, and keep the payroll rolling
- Covers how to securely download bank and credit card transactions, as well as how to pay bills online
- Provides easy-to-follow steps for keeping track of your checkbook, credit and debit accounts, inventory, payroll, and budgets

Written by a CPA who knows QuickBooks and understands your unique business needs, *QuickBooks For Dummies* is your go-to guide for getting past the paperwork and putting the program to work.

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