



QuickBooks 2012: The Missing Manual

Bonnie Biafore

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Your bookkeeping workflow will be smoother and faster with QuickBooks 2012 for Windows—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 QuickBooks' vendor, customer, inventory, and employee centers.
- **Exchange data with other programs.** Move data between QuickBooks and Microsoft Office.

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