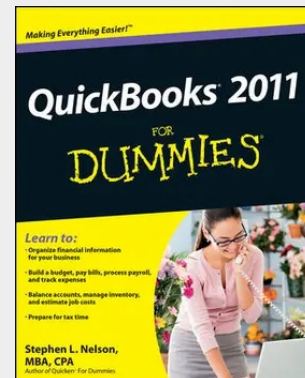


QuickBooks 2011 for Dummies

Bestselling author Stephen Nelson returns with big help for small businesses Offering expert advice, bestselling author Stephen Nelson returns with updated coverage of the latest revisions and enhancements to the leading small business accounting software package: QuickBooks. After a quick review of bookkeeping basics, you'll discover how QuickBooks can help you build the perfect budget, process payroll, simplify your tax return prep work, create invoices, manage inventory, generate income statements, balance accounts, and much more. * Veteran author Stephen Nelson updates his perennial bestseller and offers you easy-to-understand coverage of the newest release of QuickBooks * Encourages you to take control of managing your own business accounting and financial management tasks so you can avoid having to hire expensive outside help * Provides expert advice for building the perfect budget, processing payroll, creating invoices, managing inventory, tracking job costs, generating income statements, balancing accounts, creating financial reports, and more QuickBooks 2011 For Dummies helps you handle your financial management tasks more effectively so that you can effectively manage your business!

Take control of your finances -- and your business -- with QuickBooks To succeed in small business, you need great ideas, an entrepreneurial spirit, and competitive products or services. Oh, and one other thing: a good accounting system like QuickBooks. QuickBooks 2011 For Dummies shows you how to use this popular business finance program to gain a clear view of your finances and keep your business in the black. * Starting out right -- discover what you need to do to be ready for QuickBooks, then install and set up the software * Satisfy the IRS -- use QuickBooks to maintain your accounting records to comply with tax laws * Get right to business -- quickly learn to enter data, create invoices, and record and print sales receipts * Count your beans -- keep track of your checkbook, credit card accounts, inventory, payroll, and budgets, all in one place * See what's what -- get a company snapshot that tells who needs to get paid, who owes money, and what needs to get done * Stay on track -- produce common financial reports and track every dollar coming in and going out * The taxman cometh -- Organize your data and simplify tax preparation * Go online -- securely download bank and credit card transactions directly into QuickBooks Open the book and find: * First steps to setting up QuickBooks * Secrets to building a solid budget * How to track accounts receivable and payable * What you need to estimate jobs and track costs * Steps for keeping track of inventory as you purchase and sell items * Ways to handle payroll and withholding * What to do before tax time * Advice on whether to use accrual-basis accounting or cash-basis accounting Learn to: * Organize financial information for your business * Build a budget, pay bills, process payroll, and track expenses * Balance accounts, manage inventory, and estimate job costs * Prepare for tax time



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Nicht mehr lieferbar

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