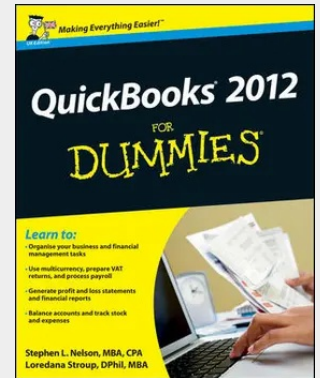


QuickBooks 2012 For Dummies

Learn to use the UK's number one small business accounting software! A reliable accounting system is integral to the success of any small business and QuickBooks is the finance program you need to handle your financial and business management tasks efficiently. This eagerly awaited book shows you how to use this popular software to build a budget, process payroll, create invoices, manage inventory, balance accounts, and much more--all without having to hire expensive financial professionals. After discovering the best way to install and setup QuickBooks, the authors show you how to use QuickBooks to maintain your accounting records to comply with tax laws, enter data, keep track of your cheque book and credit card accounts, and produce common financial reports that track every penny coming in and going out. * Shares proven secrets for building a solid budget * Details how to track accounts receivable and payable * Provides clear steps for keeping track of inventory as you purchase and sell items * Highlights ways to track who needs to get paid, who owes money, and what needs to get done QuickBooks "X" For Dummies, UK Edition addresses the unique needs of UK businesses and helps you keep your business in the black.

Here's big help for small businesses! Balance your books and manage your finances with QuickBooks QuickBooks 2012 For Dummies is the ultimate guide to the latest version of the UK's number-one small business accounting software. In easy-to-digest, bite-sized chunks, the authors introduce you to the basics of business accounting, and then jump right into what you need to know to raise invoices, generate financial reports, manage stock, balance accounts, and much more. * Get off to a good start - discover how to prepare for QuickBooks and to properly install and configure the software for your business * Hit the ground running - in just a few quick steps you'll learn how to raise invoices, record sales receipts, and pay your bills * Keep the HMRC happy - use QuickBooks to maintain your accounting records so they're in complete compliance with all relevant tax laws * Count your beans - keep track of your cheque book, credit card accounts, stock, payroll, and budgets, all in one place * Keep your eye on the ball - produce financial reports and track every pound coming in and going out of your company * Stay on track - learn to take a company-wide snapshot that tells you who needs to get paid, who owes money, and what needs to get done Open the book and find: * Steps for setting up QuickBooks * How to track money coming in and going out * Help preparing VAT returns * Tips for handling multicurrency and payroll * Ways to keep track of stock * How to estimate jobs and track costs * Secrets to building a solid budget * The difference between accrual-basis and cash-basis accounting Go to Dummies.com for videos, step-by-step examples, how-to articles or to shop! Learn to: * Organise your business and financial management tasks * Use multicurrency, prepare VAT returns, and process payroll * Generate profit and loss statements and financial reports * Balance accounts and track stock and expenses



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