

# QuickBooks 2016 For Dummies (Quickbooks for Dummies)

By Stephen L. Nelson



**QuickBooks 2016 For Dummies (Quickbooks for Dummies)** By Stephen L. Nelson


**The perennial bestseller on QuickBooks—now covering QuickBooks 2016**


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 2016 For Dummies* makes it easy to keep your finances under control so you can concentrate on other aspects of your business. In no time, you'll find out how to populate QuickBooks lists, create invoices and credit memos, record a sales receipt, track sales and inventory, pay bills, process payroll, track business checkbooks and credit cards, and so much more.

QuickBooks is the leading small business accounting software package designed to help users handle their financial and business management tasks more effectively. With plain-English explanations that cut through financial jargon, this easy-to-follow guide walks you through installing the software and configuring QuickBooks for your business needs and goes on to show you how to build the perfect budget, simplify tax return preparation, and generate financial reports—without ever breaking a sweat!

- Organize all of your business finances in one place
- Create invoices and credit memos, record sales receipts, and pay the bills
- Track inventory, figure job costs, and monitor your business with reports
- Make tax time easier

Written by an expert CPA who knows QuickBooks and understands your unique business needs, *QuickBooks 2016 For Dummies* is your go-to guide for getting past the paperwork and putting the program to work.

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### Editorial Review

From the Back Cover

#### *Learn to:*

- Organize all of your business finances in one place
- Create invoices and credit memos, record sales receipts, and pay the bills
- Track inventory, Calculate job costs, and monitor your business with reports
- Make tax time easier

#### **The perennial bestseller—now covering QuickBooks 2016**

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, this friendly guide makes it easy to keep control of your finances. You'll find out how to populate QuickBooks lists, create invoices, track sales and inventory, pay bills, process payroll, and so much more.

- **The heart of your business** — load the QuickBooks master files and get practical tactics for quickly getting your accounting system up and running
- **It's all in the details** — collect details of your customer activity by using invoices and credit memos, accurately track cash inflows, and develop procedures for paying bills, writing checks, and tracking cash outflows
- **Don't sweat the small stuff** — explore ways to use QuickBooks' budgeting and financial planning tools and automate your accounting work with QuickBooks online banking tools
- **Housekeeping made easy** — use QuickBooks reports to better manage your business' financial affairs and protect your financial data using the QuickBooks backup and restore utilities

#### **Open the book and find:**

- What exactly QuickBooks does
- Easy, accessible instructions for getting started with QuickBooks
- How to print checks and deal with payroll
- Everything you need to know about banking electronically
- File management tips you won't want to be without
- Ways to boost your profits and cash flow
- Tips for dealing with tricky accounting and bookkeeping situations

About the Author

**Stephen L. Nelson** provides accounting, business advisory, tax planning, and tax preparation services to small businesses. He is the author of more than 100 books, including all editions of *QuickBooks For Dummies* and *Quicken For Dummies*, which have sold more than 4 million copies.

## Users Review

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Why don't make it to be your habit? Right now, try to ready your time to do the important act, like looking for your favorite guide and reading a e-book. Beside you can solve your condition; you can add your knowledge by the publication entitled QuickBooks 2016 For Dummies (Quickbooks for Dummies). Try to face the book QuickBooks 2016 For Dummies (Quickbooks for Dummies) as your close friend. It means that it can to become your friend when you sense alone and beside associated with course make you smarter than previously. Yeah, it is very fortunated for you personally. The book makes you a lot more confidence because you can know everything by the book. So , we should make new experience and knowledge with this book.

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