



# QuickBooks 2012 The Official Guide (QuickBooks: The Official Guide)

*Leslie Capachietti*

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# QuickBooks 2012 The Official Guide (QuickBooks: The Official Guide)

Leslie Capachietti

**QuickBooks 2012 The Official Guide (QuickBooks: The Official Guide)** Leslie Capachietti

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Fully endorsed by Intuit, makers of QuickBooks, this official guide provides best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software's features. Run an efficient and successful small business using the proven techniques and time-saving shortcuts inside this authoritative guide to QuickBooks 2012.

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- Avoid common mistakes
- Enter transactions quickly and accurately
- Manage accounts payable and receivable
- Set up and manage inventory
- Track employee hours and manage payroll
- Use Online Banking
- Reconcile bank accounts
- Set up and manage budgets
- Create standard and customized business reports
- Make key business decisions with confidence

**Leslie Capachietti**, MBA, is a nationally recognized speaker and trainer for Intuit and the Principal of Automated Financial Solutions, an accounting systems consulting firm located in the Boston area. She has been supporting small business owners across the U.S. for more than 15 years, helping them gain control of their financial operations using QuickBooks software. Leslie is the author of *QuickBooks 2011: The Official Guide*.

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