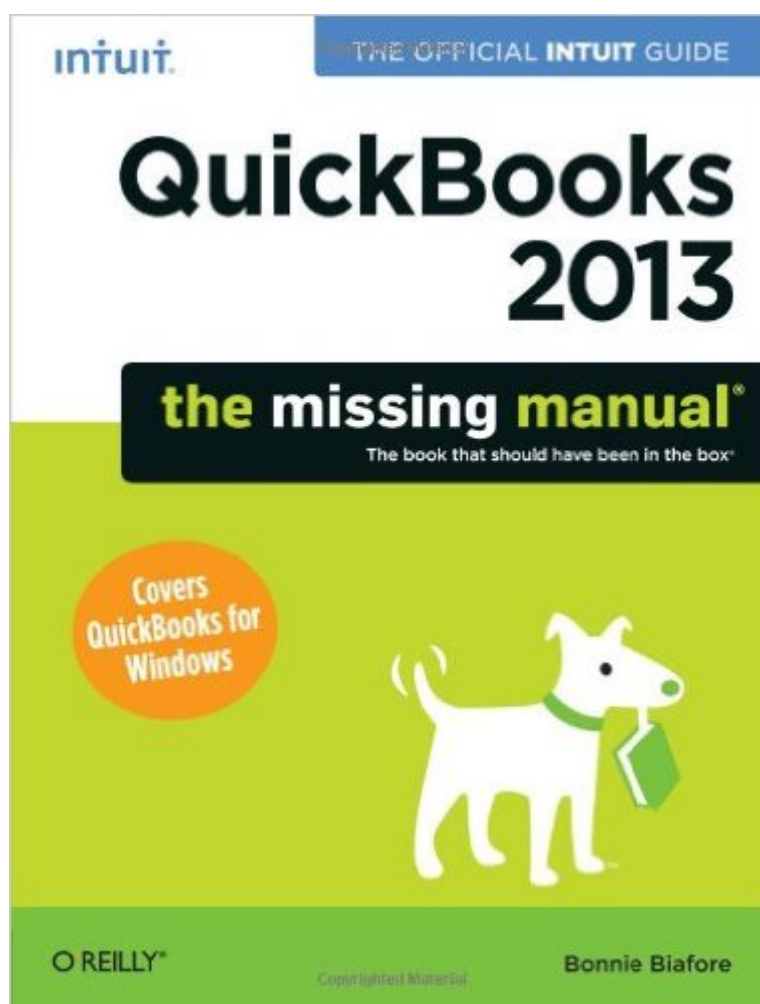


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# QuickBooks 2013: The Missing Manual: The Official Intuit Guide To QuickBooks 2013



## Synopsis

The Official Intuit Guide to QuickBooks 2013 for Windows Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows, and as the program's Official Guide, this Missing Manual puts you firmly 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. Follow the money. Track everything from billable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Spend less time on bookkeeping. Use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets. Find key info fast. Rely on QuickBooks's™ Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers. Exchange data with other programs. Move data between QuickBooks, Microsoft Office, and other programs.

## Book Information

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## Customer Reviews

I have been looking for a book that starts with the fundamentals of QuickBooks, and then builds from there. I teach QuickBooks, and I kept ending up with texts that got too intricate too quickly, and when I see my students' eyes glaze over, I think "Oh no! It's happening again!" Finally, though, with Bonnie Biafore's book, I was able to provide them with instruction from the ground up, starting with simple invoicing and billing, and building from there. I am so grateful to have found this resource!

This book is a NECESSITY!! After purchasing the software program QuickBooks Pro 2013 for \$149.99, I was extremely frustrated in trying to find ways to understand the program! Having absolutely no previous accounting background, this program NEEDS guidance!!! The drop down Help Menus in the program MAKE NO SENSE when you haven't any idea what they're talking about. After contacting INTUIT, the manufacturer of QuickBooks, their customer service wouldn't help me UNLESS I PURCHASED A ONE YEAR SERVICE CONTRACT FOR \$299.99!! Talk about a company NOT CARING for its customers, INTUIT certainly doesn't! I found online QuickBooks courses ranging from \$479.00, to day long courses for \$279.00, or one-on-one help for \$75/hour from book keepers who wanted to be hired to do your accounting! When I stumbled upon Bonnie Biafore's 'Quick Books 2013 Getting Started' and her 'QuickBooks the Missing Manual' I felt vindicated! I was beginning to think that I was crazy feeling like I didn't have the proper skills to figure out the program on my own!! Nonsense! Everything is easy once you know how to do it, and Bonnie Biofore's Manuals are what you need! For a very small fee (\$14.99) I downloaded her Manual onto my Kindle, and have used it to set up 4 companies now! Thank you, Bonnie, for writing this, and helping all the frustrated people like me when software companies are so ready to take our money and leave us hanging with the proper tools to use the program. I want everyone to know that the QuickBooks 2013 is NOT a flawless program, and INTUIT is a company that doesn't really care about its customers. They are in it for the money! Without Bonnie's book, I would have been spending an additional \$200 MINIMUM just to figure out where to start with QuickBooks! 'QuickBooks 2013: The Missing Manual' saved my pocketbook, saved my sanity, and made me feel encouraged again!

QuickBooks 2013: The Missing Manual by Bonnie Biafore is an excellent resource for new and experienced QuickBooks users. A beginner would benefit from the great detail on setting up a file, planning the chart of accounts, customers and jobs, vendors, and so on. Even seasoned users will it beneficial for venturing into those features of QuickBooks that they don't often use. Although I've been using QuickBooks for 9+ years, I found the section on importing lists quite useful. The chapter on Items, key transactional elements in QuickBooks, is very detailed and helpful. Each chapter contains call-outs labeled "Tip," "Note" or "Warning" to draw the readers attention to important information. In addition, side-bars labeled "Up to Speed," "Frequently Asked Questions," "Power Users Clinic," or, my personal favorite, "Alternate Reality" offer notes about related issues: knowledge of bookkeeping, how to get expert help, adding group items to invoices, add-ons. At 736

pages, including appendices and index, this is no lightweight how-to guide. It's more the equivalent of a college textbook, but without the yawn factor. The writing is clear, bright and often entertaining. The book's layout follows the current trend of very wide outer margins, useful for jotting notes. The one thing that I don't like about this book is its font convention: the sans serif font used seems to be charcoal rather than a true black, so it's not as crisp and readable as it could be, and italicized words are lighter gray, which makes them difficult to read. Other than that, I am glad to have this book on my reference shelf, and I highly recommend it.

Especially good for person with a little experience with Quickbooks. By reading this book, I was able to continue the project which was created by other person who no longer available for consultation.

If you are new to QuickBooks this is the book for you! Very detailed step by step instruction from how to set up your company, set up accounts and enter transactions. I like the table of contents it allows you to easily find the kind of help you are looking for! I was a bit overwhelmed by the size of the book 736 pages, but if you use it as a reference tool it is just right. Happy Accounting!

I was really looking forward to better understanding the ins and outs of the QuickBooks payroll module. So I was stunned to find the author say, on p. 409, "...this book doesn't include the instructions for using QuickBook's built-in payroll feature." WHAT? Sorry Ms. Biafore, as far as I am concerned, part of the "missing" manual is still missing.

This is really helpful. I have not used Quickbooks before and it answered all my questions. I thought I would have trouble getting used to a new program after using my old one for 18 years, but no problem.

This book is great for newbies to QuickBooks. Nice organization, easy to find answers. Tackles general and in depth topics. Print is a little small but that may be because I'm getting old.

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