



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

*Bonnie Biafore*

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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' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers.
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