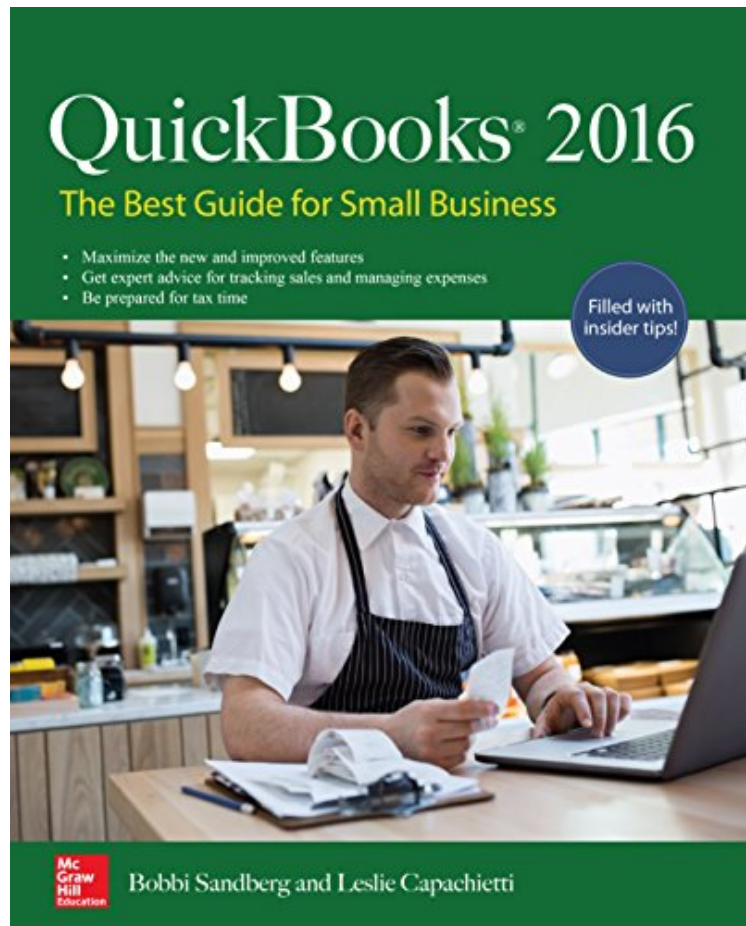


## QuickBooks 2016: The Best Guide for Small Business

*Bobbi Sandberg, Leslie Capachietti*  
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In addition, get recommendations for working with an accountant and organizing tax information. Run your small business efficiently and effectively using the tested techniques and valuable advice in this practical guide to QuickBooks Desktop 2016 Tailor QuickBooks Desktop to meet your company needs Customize entries for customers and vendors Make Items work for you Control bank and credit card accounts Pay your employees and payroll taxes with ease Understand the built-in budget and planning tools Manage inventory for your company Protect your data Create dynamic reports Breeze through year-end and tax time

About the Author Bobbi Sandberg (Whidbey Island, WA) is a consulting instructor and CPA who has been a trainer and teacher of all things computer in the Pacific Northwest for more than 40 years. Specializing in making 'numbers your friend', Bobbi has helped everyone from high-school students trying to figure out a way to pay for both college AND the prom to senior citizens trying to use 20th century dollars in the 21st century. She teaches in community, corporate, and educational venues where she is known for the handouts she provides. Some students say she provides a textbook in specialized handouts for each class she teaches. She has been a user, advocate, and trainer of QuickBooks since its first version. Leslie Capachietti, MBA, (Winchester, MA) is an Advanced Certified QuickBooks ProAdvisor, Intuit Premier Reseller and a member of Intuit's Accountant Training Network. Her firm, Automated Financial Solutions has been helping small business owners get the most from QuickBooks for over 15 years. As a nationally recognized speaker and trainer she has taught thousands of accounting professionals on best practices to employ when supporting their QuickBooks clients. Her firm, Automated Financial Solutions, has been recognized by Intuit as a Top Performer for outstanding achievement in supporting QuickBooks users.