

1. Record Nr.	UNINA9910454393603321
Autore	Ivens Kathy
Titolo	Running QuickBooks 2008 Premier editions [[electronic resource] /] / Kathy Ivens
Pubbl/distr/stampa	Philadelphia, Pa., : CPA911 Pub., 2007
ISBN	1-932925-09-0
Descrizione fisica	1 online resource (594 p.)
Disciplina	657.0285536 658.022
Soggetti	Small business - Accounting - Computer programs Small business - Finance - Computer programs Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; Table of Contents; Chapter 1: Getting Started; Chapter 2: The Chart of Accounts; Chapter 3: Lists and Classes; Chapter 4: Sales Tax; Chapter 5: Payroll; Chapter 6: Premier-Only Accounting Functions; Chapter 7: Enhanced Sales Features; Chapter 8: Advanced Reporting Tools; Chapter 9: Planning and Forecasting; Chapter 10: Accountant Edition Features; Chapter 11: Contractor Edition; Chapter 12: Manufacturing and Wholesale Edition; Chapter 13: Nonprofit Edition; Chapter 14: Professional Services Edition; Chapter 15: Retail Edition; Appendix A: Importing Excel and CSV Files Appendix B: Importing IIF Files Appendix C: Tips & Tricks for Accountants; Index
Sommario/riassunto	Updated to include information on the latest QuickBooks 2008 and filled with information for accounting professionals who want to provide extra services to clients, this guide teaches business owners and bookkeepers how to use the advanced accounting features, create professional business plans, and analyze and project company performance. Easy-to-follow instructions, coverage of undocumented features, and tons of tips, tricks, and shortcuts are also provided.

2. Record Nr.	UNISA996202515603316
Autore	Criswell Corey
Titolo	Building an authentic leadership image [[electronic resource] /] / Corey Criswell and David Campbell
Pubbl/distr/stampa	Greensboro, N.C., : Center for Creative Leadership, c2008
ISBN	1-118-15499-1 1-281-12789-2 9786611127893 1-118-15423-1 1-60491-004-6
Edizione	[1st edition]
Descrizione fisica	1 online resource (34 p.)
Collana	Ideas into action guidebooks
Altri autori (Persone)	CampbellDavid P
Disciplina	658.4/092
Soggetti	Leadership Self-presentation
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"For the practicing manager"--Cover.
Nota di bibliografia	Includes bibliographical references (p. 28-29).
Nota di contenuto	Title Page; Table of Contents; A Leader's Image; Why Manage Image?; Assessing Your Image; Choosing Your Image; Closing the Gap; Practicing Your Image; Suggested Readings; Background; Key Point Summary; Lead Contributors
Sommario/riassunto	Your image can be either an asset or a liability for you as a leader. Image building is neither superficial nor unimportant. It's not about creating a false image, but recognizing genuine aspects of yourself that should be coming across to other people-but aren't. Crafting your image requires you to gain a clear picture of the image people are currently perceiving, decide what image you would like to portray, and develop the skills to close the gap.