



10 EASY AND TIME-SAVING QuickBooks Hacks

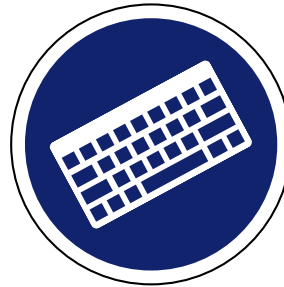
To help you work faster, avoid mistakes, and stay organized more easily!



Attach Files

Stop misplacing hard-copy invoices, or storing your electronic documents on multiple platforms - just attach your invoices, vendor paperwork, and other financial documents straight into QuickBooks!

[Learn more here](#)



Keyboard Shortcuts

Did you know that "Ctrl + I" displays a new invoice? That's just one of many easy keyboard shortcuts you can use to save you the time and frustration of navigating multiple windows and menus.

[Learn more here](#)

Track Mileage

Ditch the handwritten log book in your glove compartment and set up your Quickbooks App on your phone to automatically track your driving - you'll save time AND capture up to 46% more in business deductions!

[Learn more here](#)



Use "Find"

Maybe you need to find a transaction, but you're not sure of the exact amount, invoice numbers, or the exact date when it took place. Quickbooks has a great search tool to help you find what you need quickly without combing through bank feeds and vendor lists!

[Learn more here](#)



Email Invoices

Did you know that you can email invoices directly from Quick-books? Not only that, you can offer instant electronic payment via bank or credit card, and you can see whether an invoice has been received, viewed, or already paid!

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1099s + W9s

Do you have a lot of vendors that you're always scrambling to keep organized, up to date, or send relevant tax paperwork for? Easily manage it all right inside of Quickbooks provided vendor tools.

[Learn more here](#)

Connect Bank

One of the most time-consuming (and error-prone) parts of business book-keeping is keying in the financial data by hand. BUT - you can quickly set up a connection with your bank so that it automatically downloads your transactions into QB for you, saving you time + mistakes.

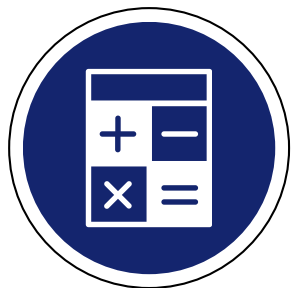
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Memorize Transactions

Memorized and recurring transactions can save you a TON of time and memory power. You can automatically generate a rent invoice for yourself as a reminder every month - and, on the client side, you can even set invoices to automatically send on a specific date!

[Learn more here](#)



Use Built-In Calculators

You don't have to keep switching between Quickbooks and your calculator app - you can just use the sneaky little calculator function embedded into Quick-books number-entry boxes!

[Learn more here](#)



Use Rules

Let's say you shop at Staples or Office Depot a lot - and you're tired of having to remind Quickbooks EVERY TIME that's an office expense. You can easily set up rules to "teach" Quickbooks how to treat certain transactions, even splitting them between multiple categories!

[Learn more here](#)





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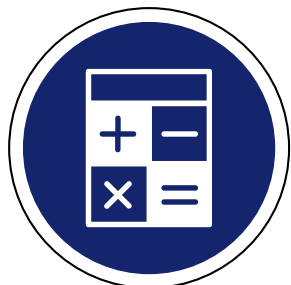
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Scan the QR codes below to access a helpful Quickbook video or article!



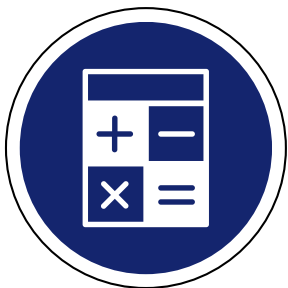
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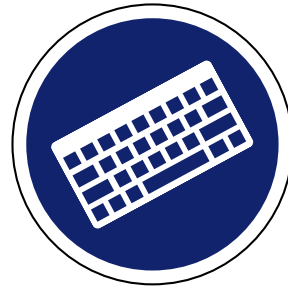
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