

# STOP CHASING YOUR TAIL!!

## 5 Tips to "Shave" Time Off Your Weekly Bookkeeping Tasks

1

### Separate Your Business & Personal Accounts

- Blending these activities will increase the amount of time you will have to spend reviewing expenses from your bank feed.
- Keeping these separate will not only save time, but will also prevent the mixing personal and business purchases.

2

### Go Paperless!

- Using the receipt capture feature in QuickBooks allows you to take a picture of the receipt right when the purchase is made.
- This will mean less time sifting through piles of receipts, or having to search for a slip of paper to see what was bought for \$16.98 at Citgo.

3

### Don't Wait To Make Adjustments!!!

- Being current, and making adjustments to your product and service items as they change expedites your ability to prepare invoices & sales receipts for your customers.
- Out of date prices can result in customers being charged incorrectly, or the posting of sales into a generic account, skewing your reports.

4

### Automate As Much As You Can!

- If you are making repetitive purchases from specific vendors & they are always coded the same way, create rules to handle those transactions automatically.

5

### Hire A Professional!

- Don't spend your most valuable resource on bookkeeping. Your **TIME** and **Talents** are better spent on your Business, or Living Your Best Life!



**BENCHMARK**  
BOOKKEEPERS, LLC

*"Guiding PetCentric Businesses to a Healthier Bottom Line Through Valuable, Hands-Off Bookkeeping Services"*