



Growing Your Business Thru QuickBooks®

FROM THE OFFICE OF



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### How to Add Documents in QuickBooks

*Accounting is about more than just numbers. QuickBooks lets you make documents available from within the program itself.*

You could call QuickBooks a “green” computer program. It can conserve reams of paper by storing customer and vendor records, for example, emailing transaction forms, and accepting online payments.

Most small businesses are a long way from being “paperless offices,” despite the predictions so many people made when PCs became commonplace. Even though you’re making an effort to be as digital as possible with your accounting files, not everyone else is yet. So you still have to deal with paper.

And you’re probably still consulting paper documents or stored computer files or scanned images that relate to your accounting data. QuickBooks makes it possible to keep this information close at hand, easily accessible from the software itself.

#### The Doc Center

QuickBooks provides a centralized area for managing the documents you want to keep close at hand. The **Doc Center** contains tools you’ll need to work with your documents. From here, you can:

- Add them by locating them in your storage device or scanning them in directly,
- See their details and add to them,
- Search for them, and,
- Either remove or detach them.

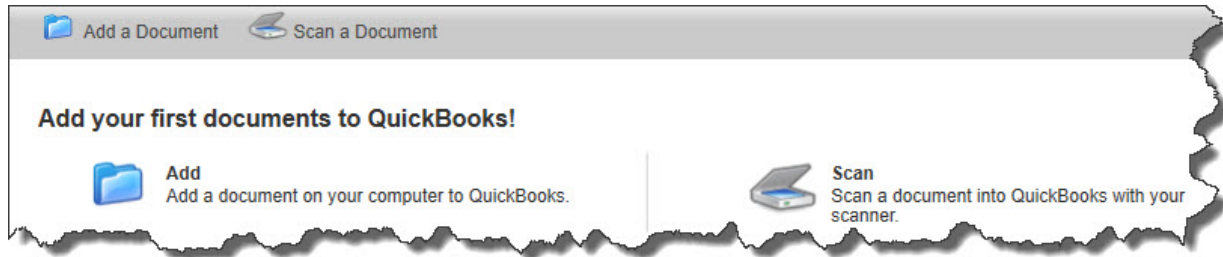


Figure 1: You'll use the tools in the QuickBooks **Doc Center** to work with the documents you want to have available from within the program.

There are probably times when you have supporting documentation for invoices or customer and item records, for example. In these cases, you can attach those background documents to the related QuickBooks forms.

### Easy Operation

It's not difficult to work with documents in QuickBooks. But if you don't have much experience working with file attachments or scanning paper forms, we can walk you through the process.

To get started, click on the **Docs** tab in the left vertical pane or open the **Company** menu and select **Documents | Doc Center**. You'll see a screen that looks like the one pictured above.

Let's say you have a special price list you often need to consult. Click the **Add** icon. A window then opens that contains a directory of all of the folders and files on your PC and any external storage areas. Browse to the pricing document you created earlier and double-click it. QuickBooks will return you to the main **Doc Center** screen, and you'll see the name of your file and the time added in the first row of the data table there.

### Deeper Descriptions

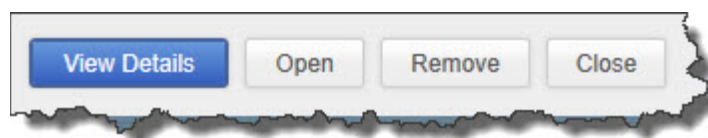


Figure 2: Once you've added files to the **Doc Center**, you can view and add details or open the original document.

Click in the box in front of the file name, and buttons in the lower right of the screen will light up. Click on **View Details**, and a small window opens. You can enter information in fields here to add a **Title**, **Description**, **Keywords**, and **Comments**. Click **Save & Close** when you're done. Other buttons here let you **Open** the file or **Remove** it.

*Note: To bring in documents, you can also drag and drop them from Outlook, folders, or your desktop. We can help you learn how to do this.*

### Scan a Document

You can also scan documents directly from your scanner into QuickBooks. Click **Scan**. The **QuickBooks Scan Manager** should open and locate your printer or scanner. After you've selected it and your other **Scan Options**, click the **Scan** button. If you've opted to see a preview, that page will appear for your approval.

Click **Done**, and you'll have several options for working with the image. When you've finished, click **Done Scanning** and enter any desired descriptive details. Click **OK**, and the **Doc Center** will display again with your new scanned document in the list.

### Attach to Forms



Figure 3: Many QuickBooks forms display the **Attach File** icon.

If you have supporting documentation for an invoice, for example, you can easily make it available from the form itself. Click the **Attach File** icon and select your file using the Doc Center's tools. Once you've added an attachment to a form, the icon will display the number of documents that are available there.

Your computer's storage space may be well organized, but you can still waste time trying to hunt down the document you want right when you want it. QuickBooks' Doc Center can minimize your search time and ensure that important documentation is at hand.