

Chapter 7

Customers and Sales Part II

In this chapter, you'll learn how QuickBooks handles advanced features and transactions in the area of sales and customers. In addition to basic sales invoices, sales receipts there are advanced transactions to help you manage sales in QuickBooks

Lesson Objectives

In this chapter, you'll learn how to:

- Use advanced options on sales transactions
- Credits and Refunds
- Customer Statements
- Delayed Charges & Delayed Credits
- Estimates
- Invoicing & Reimbursable Expenses

Advanced Invoicing Options

There are several options available to you when creating sales invoices. They may be useful in different situation when creating sales invoices for your customers. To access these features, you can enable them in the **Company Settings**.

1. Click the **Gear** icon.
2. Click **Account and Settings**.
3. Click **Sales**.

Account and Settings

Company	Discount account	Discounts given
Billing & Subscription	Billable expense income account	Billable Expense Income
Sales	Track classes	On
Expenses	Track locations	On
Payments	Automation	<input type="checkbox"/> Pre-fill forms with previously entered content [?] Off <input type="checkbox"/> Automatically apply credits [?] Off <input type="checkbox"/> Automatically invoice unbilled activity [?] Off <input checked="" type="checkbox"/> Copy estimates to invoices On Copy accepted estimates only [?] <input type="checkbox"/> Automatically apply bill payments [?] Off
Advanced	Time tracking	Add Service field to timesheets On Make Single-Time Activity Billable to Customer Off
	Language	English
	Currency	Home Currency Canadian Dollar Multicurrency On Manage Currencies

Done

- **Preferred Invoice terms**—Determines the default terms to be added to customer invoices.
- **Preferred Delivery Method**—The delivery method default determines the way you'll deliver sales forms to newly-created customers.
- **Shipping**—Adds shipping fields (date, tracking number, destination, subtotal) to sales forms.
- **Custom fields**—Adds extra fields to sales forms. Select **"Internal"** to show the field in QuickBooks; select **"Public"** to show the field on customer forms.
- **Custom Transaction Numbers**—Lets you use your own numbering system. If left blank, invoice numbers are automatically assigned by QuickBooks.
- **Service Date**—Adds a **Service date** field if you need to track the date a service was performed separately from the invoice date.
- **Discount**—Adds a **Discount** field to invoices and other sales forms. In a related setting under Advanced → Chart of Accounts, you can assign what account to track the discount to.

Chart of accounts

Enable account numbers [?] Off

Discount account [?] Discounts given

Save

- **Deposit**—Adds a Deposit field to invoices so you can subtract a customer deposit from the total to calculate the balance due.

Now let's review some of these options in action on the sales invoice. You'll see several new options in the header of the invoice form. You see the following:

- Terms
- Shipping information
- Sales Rep and Territory (custom fields)
- Invoice Number

Invoice no.7786

Alfonso Kirilin Send later Credit card [Get set up](#)

BALANCE DUE
\$3,390.00

Invoice no.

Billing address
Alfonso Kirilin

Shipping address
Alfonso Kirilin

Terms: Net 30
Invoice date: 03/31/2017
Due date: 04/30/2017

Ship via:
Shipping date:
Tracking no.:

Sales Rep: Jane P.
Territory: Canada Central
Custom 3:

Amounts are

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	03/08/2017	Design			1	3,000	3,000.00	HST ON
2								

Subtotal 3,000.00

Discount percent

In the body of the invoice, you have several options to work with the information in the body section. You can click **Add lines** to add lines for more products and services. Click **Clear All Lines** to clear the section and click **Add subtotal** to add a subtotal to the invoice.

Amounts are

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	03/08/2017	Design			1	3,000	3,000.00	HST ON
2	03/16/2017	Lawn Maintenance:Lawn Serv		One time lawn service including lawn cutting, trimming and edging.	1	675	675.00	HST ON
3								
4								Subtotal: \$3,675.00
5								
6								
7								

Subtotal 3,675.00

Discount percent

Shipping

HST (ON) @ 13% on 3,675.00 477.75

Total 4,152.75

In the footer section of the invoice you can add a **Discount**. You can add a % discount or a flat rate discount. QuickBooks will calculate the amount and adds a line to the footer.

You can also receive a **Deposit** against this invoice. This acts as a payment against the invoice and reduces the amount owing by the amount of the deposit. Since your customer is giving you a deposit, you must tell QuickBooks how you received the payment and what account you're depositing the funds to. These fields are activated after you enter the **Deposit** amount.

RATE	AMOUNT	SALES TAX	
35	35.00	HST ON	
45	45.00	HST ON	
1,000	1,000.00	HST ON	

Subtotal \$1,080.00

Discount percent \$0.00

Shipping

HST (ON) @ 13% on 1,080.00 140.40

Total \$1,220.40

Deposit

Balance due \$970.40

Invoice no.7786

Jane P. Canada Central

Payment method: Cheque Reference no.: 38929 Deposit to: Undeposited Funds

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	
1	03/08/2017	Design			1	3,000	3,000.00	HST ON	
2	03/16/2017	Lawn Maintenance:Lawn Serv		One time lawn service including lawn cutting, trimming and edging.	1	675	675.00	HST ON	
3									

Subtotal: \$3,675.00

Discount percent 15 -551.25

Shipping

HST (ON) @ 13% on 3,123.75 406.09

Total 3,529.84

Deposit 1,000.00

Balance due 2,529.84

Cancel Clear Print or Preview Make recurring Customize Save Save and close

More Menu

After you save a transaction you can access more information about the save transaction. After clicking save, QuickBooks adds a **More** menu to the bottom of the saved transaction.

The screenshot shows a QuickBooks invoice form for 'Invoice no.1009'. The form includes fields for customer name (Charlene Karlson), email, payment options, and a balance due of \$970.40. Below the form is a table of line items with columns for #, SERVICE DATE, PRODUCT/SERVICE, SKU, DESCRIPTION, QTY, RATE, AMOUNT, and SALES TAX. A 'More' menu is open over the table, listing options: Copy, Void, Delete, Transaction journal, and Audit history. A green arrow points to the 'Copy' option.

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	03/01/2017	Lawn Maintenance		lawn maintenance	1	35	35.00	HST ON
2	03/08/2017	Lawn Maintenance		lawn maintenance	1	45	45.00	HST ON
3		Lawn Maintenance			1	1,000	1,000.00	HST ON

From this menu, you can do the following functions:

- **Copy**—Duplicate the transaction. Copy the transaction if you need to create a duplicate or similar transaction for a customer.

- **Void**—Click **Void** to void the invoice. Clicking **Void** will make the sales invoice a \$0.00 transaction while maintaining the history of the invoice number and other details.

Invoice no. 7785

Alba Fay | jeramy@thiel.com | Payment Options [Get set up](#)

Send later | Credit card

Last Delivery: Sent by email to jeramy@thiel.com at Dec 31, 6:00 pm CST

VOID PAYMENT STATUS

Billing address
Alba Fay
78453 Wolf Glen
35825-5058 Cierrafurt, FL
Ukraine

Terms
Net 30

Invoice date
03/31/2017

Due date
04/30/2017

Invoice no.
7785

Shipping address
Alba Fay
78453 Wolf Glen
35825-5058 Cierrafurt, FL
Ukraine

Ship via | **Shipping date** | **Tracking no.**

Sales Rep | **Territory** | **Custom 3**

Amounts are **Exclusive of Tax**

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1		Lawn Maintenance:Monthly l		Monthly lawn maintenance	0		0.00	HST ON
2								

Subtotal 0.00

Discount percent 0.00

Buttons: Cancel | Print or Preview | Make recurring | Customize | More | Save | Save and new

- **Delete**—Click **Delete** to remove the transaction from QuickBooks. QuickBooks removes the transaction from QuickBooks but it keeps a history of the transaction in the Audit log. You can see the transaction history in the **Audit log**.
- **Transaction Journal**—Click the **Transaction journal** to discover the journal entry QuickBooks makes when you save a transaction. The transaction journal includes the debit and credit of the transaction.

Back to report list | Report period: All Dates | Customization: Save customization

Reset column width

Sort | Add notes | Edit header

Green Tree Landscapes

JOURNAL
All Dates

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
03/30/2017	Invoice	7784	Burlington Hom...		Accounts Recei...	\$12,433.01	
				Consulting on City of Toronto P...	Sales of Labour		\$10,000.00
				Engine repair	Repair and mai...		\$453.00
				Fuel for engine.	Fuel		\$49.80
				Disposal of debris at job site.	Disposal Fees		\$499.87
					GST/HST Payable		\$1,430.34
						\$12,433.01	\$12,433.01
TOTAL						\$12,433.01	\$12,433.01

Friday, March 31 2017 10:27 AM GMT-05:00

- **Audit History**—Click the **Audit History** on the **More** menu to view the history of the transaction.

Audit History

History of this transaction: Invoice No. 7784 ID: 632 Hide all

▼ Mar 30, 11:54 pm CDT: Added by Matthew Peterson

Type: Invoice Num: 7784
 Date: 03/30/2017 Name: Burlington Home Builders:3000
 Currency: CAD
 Exchange Rate: 1.00
 Amount: 12433.01 Address: (same as in Customer Information)
 Open Balance: 12433.01
 Terms: Net 30 Due Date: 04/29/2017
 Payment Method: Pmt Meth Ref No.:
 Ship Date: Shipping Address: (same as in Customer Information)
 Ship Via: Tracking Number:
 Custom Field 1: Custom Field 2:
 Custom Field 3:
 Sent: Not sent Email Address:
 Last Sent: Delivery Error:
 Printed: Not printed
 Customer/Supplier Message:
 Memo:

NO.	CUSTOMER	SUPPLIER	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	DEPOSITED	DEPOSIT ID	CLR	MATCH STATUS	ACCOUNT
0	Burlington Home Builders:3000							Not deposited				Accounts Receivable (A/R)
1	Burlington Home Builders:3000			Consulting	Consulting on City of Toronto Park design	1	10000	Not deposited				Sales of Labour
2	Burlington Home Builders:3000	Canada Small Engine Repair			Engine repair			Not deposited				Repair and maintainanc

▶ Credit Memos vs. Refund Receipt

There are times where you'll be required to issue credit and refunds back to customers for a variety of reasons. These may include faulty products, overcharging, poor service, etc. There are two ways to handle this type of situation in QuickBooks.

1. **Credit memo**—Create a credit memo in QuickBooks if you want to issue a credit and apply the credit against an outstanding or future invoice. If you have created an invoice for the customer you typically issue a credit memo. The workflow will be the following:

Invoice → *Credit Memo* → *Apply Credit Memo*

2. **Refund Receipt**—Create a Refund Receipt to refund a customer for a payment they've made for products or services. If you have created a Sales Receipt for the customer you typically issue a Refund Receipt. The workflow will be the following:

Sales Receipt → *Refund Receipt* → *Print Cheque (optional)*

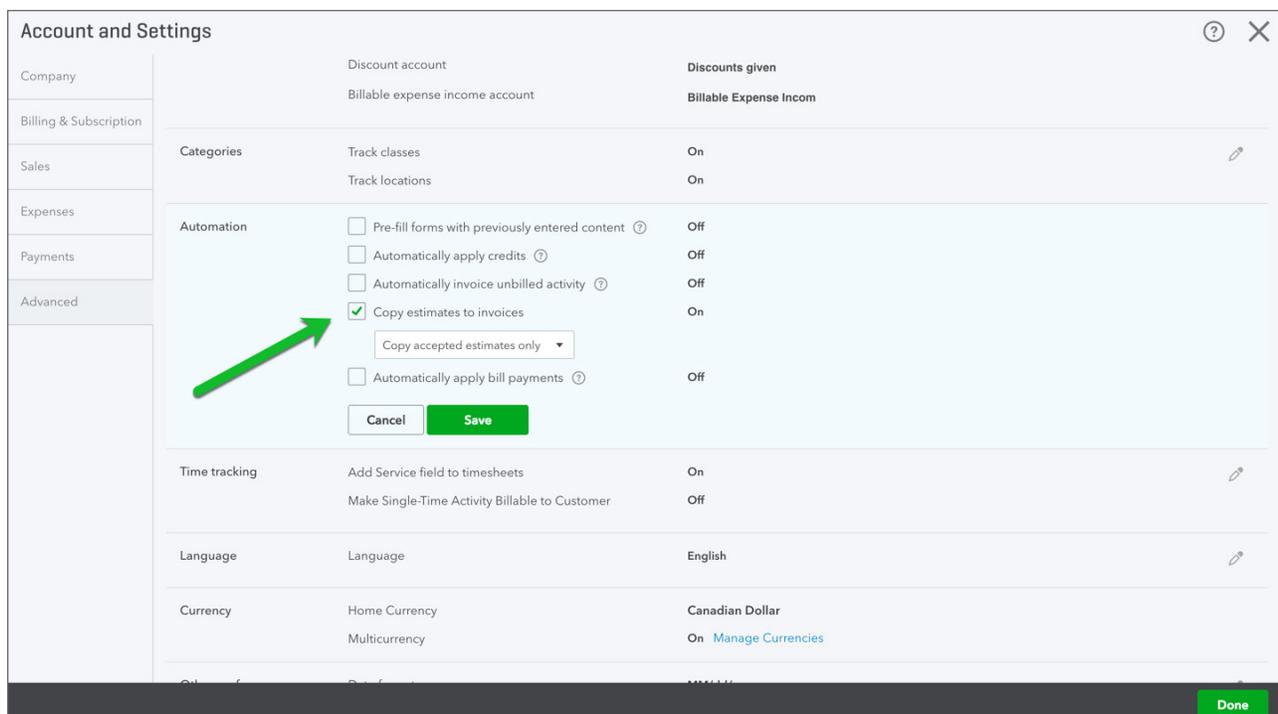
Credit Memo

You can give a credit memo to immediately post the transaction. Or if you prefer to include the credit as a line on the customer's next invoice, enter a delayed credit.

A credit memo affects the customer's balance. However, QuickBooks does not apply the credit memo to a particular invoice.

It's important that you review and enable the Automatically Apply Credits setting. To do this:

1. Go to the **Gear** icon.
2. Click **Account and Settings**.
3. Click **Advanced** and then click **Automation**.



Account and Settings		
Company	Discount account	Discounts given
Billing & Subscription	Billable expense income account	Billable Expense Incom
Sales	Categories	Track classes On
Expenses		Track locations On
Payments	Automation	<input type="checkbox"/> Pre-fill forms with previously entered content ? Off
Advanced		<input type="checkbox"/> Automatically apply credits ? Off
		<input type="checkbox"/> Automatically invoice unbilled activity ? Off
		<input checked="" type="checkbox"/> Copy estimates to invoices On
		Copy accepted estimates only
		<input type="checkbox"/> Automatically apply bill payments ? Off
		Cancel Save
	Time tracking	Add Service field to timesheets On
		Make Single-Time Activity Billable to Customer Off
	Language	Language English
	Currency	Home Currency Canadian Dollar
		Multicurrency On Manage Currencies
		Done



NOTE Select **Automatically Apply Credits** if you want QuickBooks to immediately apply the credit to the oldest outstanding invoice. If you want to be able to apply a specific credit against a specific invoice.

To create the credit memo:

1. Click the **Create** menu.
2. Click **Credit memo**.

- Complete the Credit memo in the same way as you create an invoice.

Credit Memo no.7779 ? X

Amos Hickle **AMOUNT TO REFUND**
\$1,361.65

Send later [Cc/Bcc](#)

Billing address **Credit Memo Date** **Credit Memo no.**

Sales Rep **Territory** **Custom 3**

Amounts are **Exclusive of Tax**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	
1	Consulting			1	1,205	1,205.00	HST ON	<input type="text"/>
2								<input type="text"/>

Message displayed on credit memo

Subtotal 1,205.00
Discount percent 0.00
HST (ON) @ 13% on 1,205.00 156.65
Total 1,361.65



NOTE Make sure that you use the same **Product/Service** item as you added to the original invoice. This will ensure that you affect the same account that was used on the original transaction.

- The next step is to apply the **Credit memo** against an outstanding invoice(s). Click the **Gear** icon.
- Click **Receive Payments**.

6. Enter the **Name** of customer. QuickBooks displays the **Outstanding Transactions** and **Credits**.

Receive Payment

Amos Hickle AMOUNT RECEIVED

Send later

Payment date

Payment method Reference no. Deposit to Amount received

[Accept payments in QuickBooks](#)

Outstanding Transactions

All ⚙️

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/>	Invoice # 7762 (12/07/2016)	01/06/2017	175.15	175.15	<input type="text"/>
<input type="checkbox"/>	Invoice # 7772 (03/31/2017)	04/30/2017	11,752.00	11,752.00	<input type="text"/>

< First Previous 1-2 of 2 Next Last >

Credits

Print

7. Select the outstanding invoices to apply the credit against.
8. Select the **Credits** to apply.

9. QuickBooks applies the amount against the invoice and leaves the difference in the **Amount received**. At this point you can choose to Receive the payment of just apply the credit. If you only choose to apply the credit, make sure that you enter \$0.00 in the **Amount received**.

Receive Payment

Cheque 23929 Undeposited Funds 10,390.35

Accept payments in QuickBooks

Outstanding Transactions

Find Invoice No. Filter All

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input type="checkbox"/> Invoice # 7762 (12/07/2016)	01/06/2017	175.15	175.15	
<input checked="" type="checkbox"/> Invoice # 7772 (03/31/2017)	04/30/2017	11,752.00	11,752.00	11,752.00

< First Previous 1-2 of 2 Next Last >

Credits

Find Credit Memo No. Filter All

DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Credit Memo # 7779 (03/30/2017)	1,361.65	1,361.65	1,361.65

< First Previous 1-1 of 1 Next Last >

Amount to Apply \$11,752.00

Cancel Clear Print Save and close

10. Click **Save** to apply the credit against the outstanding invoice(s) and receive a payment if you choose.

Refund Receipts

When a customer has paid for products and services on a sales receipt in QuickBooks you will use the **Refund receipt** to create a refund transaction.

The refund receipt is similar to the sales receipt. In the case of the refund receipt, you will tell QuickBooks what product or service you're issuing a refund for and add the refund information at the time of the refund.

1. Review the original **Sales Receipt** to make sure that you issue a refund for the appropriate products or services.

Sales Receipt no.1110 ? X

Amos Hickel **\$1,130.00** AMOUNT

Deposit amount of \$1,130.00 was deposited on 01/24/2017 Send later [Cc/Bcc](#)

Billing address **Sales Receipt date** **Sales Receipt no.**

Amos Hickel
603 Monahan Ford
27150 Rueckerfurt, ND
Guatemala

Sales Rep **Territory** **Custom 3**

Payment method **Reference no.** **Deposit to**

[Accept payments in QuickBooks](#)

Amounts are

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	
1	Rock & Aggregates:Boulder		Boulder	2	500	1,000.00	HST ON	<input type="button" value="X"/>
2								<input type="button" value="X"/>

Subtotal 1,000.00

Message displayed on sales receipt

<https://ca.qbo.intuit.com/app/salesreceipt?txnId=318>

2. Click the **Gear** icon click **Refund Receipt**.

Create

Customers	Suppliers	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Cheque	Weekly Timesheet	Transfer
Estimate	Bill	Approve Time NEW	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Supplier Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Cheques		

[Show less](#)

3. Complete the **Refund Receipt** as you would a **Sales Receipt**.

Refund Receipt no.7780

Amos Hickle Cc/Bcc

AMOUNT
\$339.00

Billing address: Amos Hickle, 403 Monahan Ford, 27150 Rueckerfurt, ND, Guatemala

Refund Receipt date: 03/30/2017

Refund Receipt no.: 7780

Sales Rep: Territory: Custom 3:

Payment method: Direct Debit Refund From: Chequing Balance: \$531,413.00 Cheque no.:

Print later

Refund payments in QuickBooks

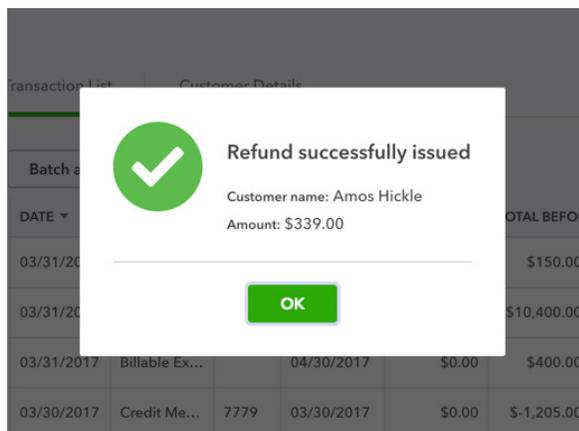
Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Rock & Aggregates:Boulder		Boulder	1	300	300.00	HST ON
2							

Subtotal: 300.00

Buttons: Cancel, Clear, Print or Preview, Make recurring, Save and new

4. Add the payment information for the refund using the **Payment method**, **Refund From**, and **Cheque** (optional).
5. Click **Save**. QuickBooks displays confirmation that the refund was successful.



▶ Customer Statements

A customer statement is the status of a customer's account at a particular point in time. Customer statements in QuickBooks don't offer as much detail on each individual sales transaction as an invoice or sales receipt would.

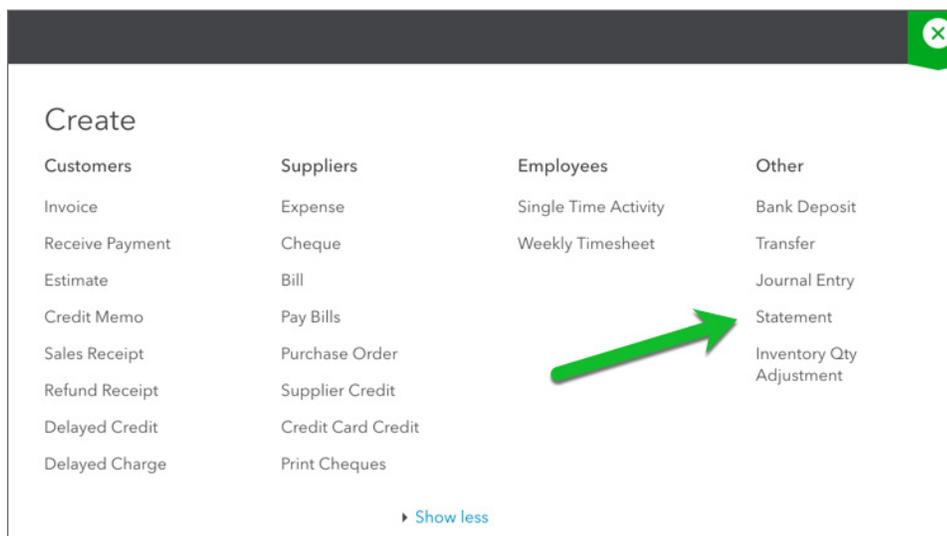
Statements are often sent out on a regular, say monthly, basis to let your customers know where they stand and if they still owe you any money. Each line item on a statement represents sales transactions, credits, and payments for the time period of the statement.

You can create a balance forward, open item, or transaction statement.

- **Balance Forward**—Displays all activity dated between Start and End dates. Will show a Balance Forward amount at the top.
- **Open Item**—Displays all open invoices from a specific date back.
- **Transaction Statement**—Doesn't show a balance, just the amount of transactions and the amount received for each individual transaction.

To create statements for multiple customers:

1. Click the **Create** menu.
2. Click **Statement**.



3. Under **Choose statement type** click to select **Balance Forward**, **Open Item**, or **Transaction Statement** depending on your preference.
4. Enter **Statement Date**, **Start Date**, and **End Date**.
5. Set additional statement criteria, if needed.

6. Click **Apply**.

Statements

TOTAL BALANCE FOR 4 CUSTOMERS
\$17,270.58

Statement Type: Balance Forward

Statement Date: 03/30/2017

Start Date: 02/28/2017 End Date: 03/30/2017

▼ Recipients List

Missing email address (0) Statements available (4)

	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	ABC Company Ltd	tanis@youngsun.ca	\$1,105.14
<input checked="" type="checkbox"/>	Alba Fay	jeramy@thiel.com	\$15,791.75
<input checked="" type="checkbox"/>	Alfonso Kirilin	erin.toy@kshlerindibbert.name	\$198.54
<input checked="" type="checkbox"/>	Amos Hickle	cristian.lang@medhurst.net	\$175.15

Cancel
Print or Preview
Save
Save and send ▼

7. The **Statements** window displays. Read the instructions at the top, select the appropriate customer(s) and click **Create/Send Selected Statements**. This will send any statements that you've chosen to email.
8. To print statements, click **Print or Preview** (or **Print Statements**) then click **Print**.
9. The Adobe preview window will open so you can look at the statements before sending to the printer.

Statements

TOTAL BALANCE FOR 4 CUSTOMERS
\$17,270.58

Statement Type: Balance Forward

Statement Date: 03/30/2017

Start Date: 02/28/2017 End Date: 03/30/2017

▼ Recipients List

Missing email address (0) Statements available (4)

	RECIPIENTS	EMAIL ADDRESS	BALANCE
<input checked="" type="checkbox"/>	ABC Company Ltd	tanis@youngsun.ca	\$1,105.14
<input checked="" type="checkbox"/>	Alba Fay	jeramy@thiel.com	\$15,791.75
<input checked="" type="checkbox"/>	Alfonso Kirilin	erin.toy@kshlerindibbert.name	\$198.54
<input checked="" type="checkbox"/>	Amos Hickle	cristian.lang@medhurst.net	\$175.15

Cancel
Print or Preview
Save
Save and send ▼

Print Statement

To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

print 1 / 4

Green Tree Landscapes
 5100 Spectrum Way
 Mississauga ON L4W 5S2
 matthew.peterson+1011@realworldtraining.com

GREEN TREE LANDSCAPES

Statement

TO
ABC Company Ltd

STATEMENT NO. 1020
DATE 03/30/2017

DATE	ACTIVITY	AMOUNT	RECEIVED
03/03/2017	Credit Memo #7764	-2,399.00	-2,399.00
03/16/2017	Invoice #7774	3,234.00	3,234.00

⌵

+

⌶

Print

Cancel
Print or Preview
Save
Save and send ▼



NOTE To send a **Transaction Statement** or **Open Item** statement choose the appropriate statement type and then follow the same instruction as above.

Statements

Statement Type
Transaction Statement

Statement Date
03/30/2017

Start Date
02/28/2017

End Date
03/30/2017

Apply

Cancel Print or Preview Save Save and send

▶ Delayed Charge

A delayed charge is something that you will be creating an invoice for but are not quite ready to create the invoice just yet. You create the charge and it will show up in the **Customers** tab but won't affect their balance. The Delayed Charge is a non-posting transaction in QuickBooks.

You will create charges over a period of time and add those charges to invoices at a later date.



NOTE Delayed charges are only available in the QuickBooks Online Plus version.

To create a Delayed Charge:

1. Click the **Create** icon.
2. Click **Delayed Charge**.

3. Complete the Delayed Charge form just like an invoice form.

Delayed Charge no.14

Amos Hickle

AMOUNT \$75.00

Delayed Charge Date: 03/08/2017

Delayed Charge no.: 14

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging.	1	75	75.00	
2							

Total 75.00

Cancel Clear Make recurring Save and new

4. Click **Save**.

5. Repeat the process for each additional charge.

Delayed Charge no.15

Amos Hickle

AMOUNT \$85.00

Delayed Charge Date: 03/15/2017

Delayed Charge no.: 15

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging.	1	85	85.00	HST ON
2							

Total 85.00

Cancel Clear Make recurring Save and new

Delayed Charge no.16

Amos Hickle

AMOUNT
\$250.00

Delayed Charge Date: 03/15/2017

Delayed Charge no.: 16

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging.	1	250	250.00	HST ON
2	Enter Text						Enter Text
3							

Add lines Clear all lines

Memo

Total 250.00

Cancel Clear Make recurring Save and new

You can view the **Delayed Charges** on the Customer centre. Click the **Unbilled Activities** section.

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Dashboard All Sales Invoices **Customers** Products and Services

Banking

Sales

Expenses

Projects

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Customers Clear Filter / View All New customer

Unbilled Last 365 Days \$1,064,410 17 ESTIMATES

Unpaid Last 365 Days \$3,874 15 UNBILLED ACTIVITY

\$1,226,952 73 OVERDUE

\$1,250,263 82 OPEN INVOICES

Paid \$35,872 12 PAID LAST 30 DAYS

Batch actions Find a customer, project or company

CUSTOMER / PROJECT	PHONE	CURRENCY	UNBILLED ACTIVITIES	UNBILLED AMOUNT	ACTION
Abelardo Stiedemann	912-737-5239	CAD	4 Unbilled activities	\$1,867.00	Start invoice
Alba Fay	302-518-5768 x4027	CAD	4 Unbilled activities	\$749.00	Start invoice
Allied Company	Allied Company	USD	1 Unbilled activity	\$1,598.00	Start invoice
Anderson & Associates	Anderson & Associates	CAD	1 Unbilled activity	\$75.00	Start invoice
Main Street Job 9909	Main Street Job 9909	CAD	1 Unbilled activity	\$100.00	Start invoice
Angus Funk	(947) 832-2907	CAD	1 Unbilled activity	\$-1,000.00	Start invoice

Create Invoices from Delayed Charges

You can add as many delayed charges as you want over any period. You can transfer one or more delayed charge to an invoice. You can add delayed charges to invoices in two different ways.

Method #1 Customer Centre

1. Go to the **Customer Centre**.
2. Click **Unbilled Activities**.

QuickBooks interface showing the Customer Centre for Green Tree Landscapes. The dashboard displays summary statistics for Unbilled Last 365 Days, Unpaid Last 365 Days, Overdue, and Paid. Below the summary is a table of customers with columns for CUSTOMER / PROJECT, PHONE, CURRENCY, UNBILLED ACTIVITIES, UNBILLED AMOUNT, and ACTION.

CUSTOMER / PROJECT	PHONE	CURRENCY	UNBILLED ACTIVITIES	UNBILLED AMOUNT	ACTION
Abelardo Stiedemann	912-737-5239	CAD	4 Unbilled activities	\$1,867.00	Start invoice
Alba Fay	302-518-5768 x4027	CAD	4 Unbilled activities	\$749.00	Start invoice
Allied Company		USD	1 Unbilled activity	\$1,598.00	Start invoice
Anderson & Associates	647-555-9999	CAD	1 Unbilled activity	\$75.00	Start invoice
Main Street Job 9909	647-555-9999	CAD	1 Unbilled activity	\$100.00	Start invoice
Angus Funk	(947) 832-2907	CAD	1 Unbilled activity	\$-1,000.00	Start invoice

3. Click **Start Invoice**. QuickBooks transfers the information from the delayed charge to the invoice.
4. Click **Save**.

QuickBooks interface showing the Invoice creation screen for invoice no. 7787. The invoice is for Antonietta Ward, with a balance due of \$200.00. The screen shows fields for Billing address, Terms, Invoice date, Due date, and Invoice no. Below these fields is a table of line items with columns for #, SERVICE DATE, PRODUCT/SERVICE, SKU, DESCRIPTION, QTY, RATE, AMOUNT (CAD), and SALES TAX.

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	03/30/2017	Lawn Maintenance:Lawn Serv		One time lawn service including lawn cutting, trimming and edging.	1	100	100.00	HST ON
2	03/16/2017	Lawn Maintenance:Lawn Serv		One time lawn service including lawn cutting, trimming and	1	100	100.00	HST ON

Method #2 Invoice

You can also transfer the delayed charge(s) directly from the invoice window.

1. Click **Create**.
2. Click **Invoice**.
3. Choose the **Customer** and then click Tab. QuickBooks immediately displays the outstanding **Delayed Charges** on the right-side of the **Invoice** window.

Invoice no.7782

Amos Hickle | cristian.lang@medhurst.net | Payment Options [Get set up](#)

BALANCE DUE \$0.00

Filter by: All dates

Charge #14
Mar 8
\$75.00 | Taxable
One time lawn service including lawn cutti...
[More](#)
Add Open

Charge #15
Mar 15
\$85.00 | Taxable
One time lawn service including lawn cutti...
[More](#)
Add Open

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1							
2							

Subtotal 0.00
Total 0.00

Save Save and close

4. Edit the transaction as needed. Click **Save**.

Invoice no.7782

Amos Hickle | cristian.lang@medhurst.net | Payment Options [Get set up](#)

BALANCE DUE \$463.30

3 linked transactions

Charge #16

All billable items have been added to the invoice.

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging.	1	75	75.00	HST ON
2	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging.	1	85	85.00	HST ON
3	Lawn Maintenance:Lawn Servi		One time lawn service including lawn cutting, trimming and edging.	1	250	250.00	HST ON

Save Save and close

▶ Delayed Credit

The delayed credit is like the Delayed Charge. It is a credit that can be applied at a later time. The delayed credit is also a non-posting transaction. This means that it will not post to an account until you apply the credit to a transaction.

To create a Delayed Credit:

1. Click **Create**.
2. Click **Delayed Credit**.

The screenshot shows a 'Create' dialog box with a grid of transaction types. The 'Delayed Credit' option is highlighted with a green background. A 'Show less' link is visible at the bottom right of the grid.

Customers	Suppliers	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Cheque	Weekly Timesheet	Transfer
Estimate	Bill	Approve Time NEW	Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Supplier Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge	Print Cheques		

[▶ Show less](#)

3. Complete the **Delayed Credit** like a **Delayed Charge**.
4. Click **Save**.

The screenshot shows the 'Delayed Credit no.20' form. The customer is 'Antonietta Ward'. The delayed credit date is '04/02/2017' and the delayed credit number is '20'. The total amount is \$45.50. A single line item is added: 'Hedge trimming' with a quantity of 1, a rate of 45.50, and an amount of 45.50. The sales tax is 'HST ON'. The form includes a 'Memo' field and a 'Total' of 45.50. The bottom bar contains 'Cancel', 'Clear', 'Make recurring', and 'Save and new' buttons.

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1		Lawn Maintenance:He		Hedge trimming.	1	45.50	45.50	HST ON
2								

Total 45.50

Follow the same instructions as above to transfer the delayed credits to the invoice.

Invoice no. 7787

Antonietta Ward | luciano@kutch.org | Payment Options: Get set up | BALANCE DUE: \$0.00

Invoice date: 04/02/2017 | Due date: 05/02/2017 | Invoice no.: 7787

Terms: Net 30 | Ship via: | Shipping date: | Tracking no.: | Sales Rep: | Territory: | Custom 3: |

Charges and Credits sidebar:

- Charge #18: Mar 15, \$100.00 | Taxable, One time lawn service including lawn cutti... (Add, Open)
- Charge #19: Mar 29, \$100.00 | Taxable, One time lawn service including lawn cutti... (Add, Open)
- Credit #20: Apr 2, \$45.50 | Taxable, Hedge trimming. (Add, Open)

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMC
1							
2							

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and close

Invoice no. 7787

Antonietta Ward | Sales Rep: | Territory: | Custom 3: |

Amounts are: Exclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	03/16/2017	Lawn Maintenance:Lawn Serv		One time lawn service including lawn cutting, trimming and edging.	1	100	100.00	HST ON
2	03/30/2017	Lawn Maintenance:Lawn Serv		One time lawn service including lawn cutting, trimming and edging.	1	100	100.00	HST ON
3	04/02/2017	Lawn Maintenance:Hedge Tri		Hedge trimming.	-1	45.50	-45.50	HST ON
4								

Buttons: Add lines, Clear all lines, Add subtotal

Message displayed on invoice: [Empty text box]

Summary: Subtotal 154.50, Discount percent 0.00, Shipping Select Shipping tax, HST (ON) @ 13% on 154.50 20.08

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customize, Save, Save and close

▶ Sub-Customers

At times in your business, you may want to track more detail about customers. At times, you may work on different jobs, or projects for customers. QuickBooks lets you track the details of these customer projects using sub-customers. A sub-customer is a name linked to the customer.

As you create a sub-customer, QuickBooks will display the name indented below the “parent” customer on the customer centre. To create a sub-customer:

1. On the Customer centre, click **New**.
2. Add the sub-customer information just like you would enter for a regular customer.
3. Click **Sub-customer**.
4. Choose the parent customer.

Customer information

Title First name Middle name Last name Suffix Email
 Separate multiple emails with commas

Company Phone Mobile Fax
 303-612-7049

Other Website

*Display name as
 Swimming Pool Installation

Print on cheque as Use display name
 Swimming Pool Installation

Is sub-customer
 Antonietta Ward Bill with parent

Address Notes Tax info Payment and billing Attachments

Billing address map Shipping address map Same as billing address

Street City/Town State/Province Postal code Country

Cancel Privacy Save

▶ Estimates & Quotes

An estimate is a description of work you can do or products you can provide for customers. QuickBooks refers to this as creating an estimate, but you can give the form your own title such as bid, grant, or proposal.

Writing an estimate is very similar to writing an invoice. You can:

- Customize the headings, fields, and columns that appear on your estimates.
- Apply each estimate to a customer or job or apply multiple estimates to a job.
- Start with a blank estimate and enter items already on your Items list, or enter new items as you write. You can also start with a saved estimate (recurring transaction) that is partly filled in. Making an estimate a recurring transaction is useful if your estimates often contain the same information.
- Modify an existing estimate anytime and resubmit it to your customer.

- E-mail the estimate to your customer directly from QuickBooks.
- Turn the estimate into an invoice (after the customer accepts your estimate), modifying it as necessary.



NOTE Progress invoicing is not available in QuickBooks Online. You cannot transfer partial amounts from estimates to invoices by percentages or amounts. You can only transfer one estimate at one time to one invoice.

To use estimates in QuickBooks you should review the Company Settings related to Estimates:

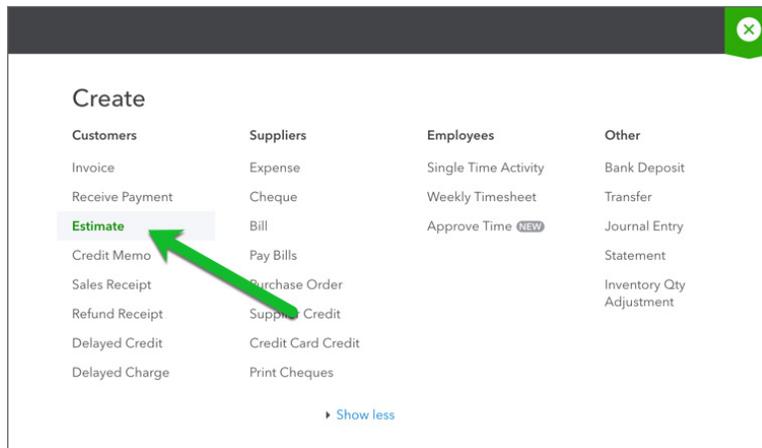
1. Click **Gear** icon.
2. Click **Account and Settings** and then click **Advanced**.
3. Click **Automation**.
4. Select the option; Copy estimates to invoices. You can choose:
 - **Copy pending and accepted estimates**—this means that you can copy both statuses of estimate including pending and accepted estimates.
 - **Copy accepted estimates only**—this means that to copy an estimate to an invoice, that a user in QuickBooks must mark the estimate as accepted. This is one of the statuses available to choose on the estimate form.

Account and Settings			
Company	Discount account	Discounts given	On
Billing & Subscription	Billable expense income account	Billable Expense Incom	On
Sales	Track classes	Track locations	On
Expenses	Automation	<input type="checkbox"/> Pre-fill forms with previously entered content ⓘ <input type="checkbox"/> Automatically apply credits ⓘ <input type="checkbox"/> Automatically invoice unbilled activity ⓘ <input checked="" type="checkbox"/> Copy estimates to invoices Copy accepted estimates only ▼ <input type="checkbox"/> Automatically apply bill payments ⓘ	Off Off Off On Off
Payments	Time tracking	Add Service field to timesheets Make Single-Time Activity Billable to Customer	On Off
Advanced	Language	Language	English
	Currency	Home Currency Multicurrency	Canadian Dollar On Manage Currencies

5. Click **Save**.

Creating Estimates

You can create estimates in a similar way to invoices. Click the Gear icon and then click Estimates.



1. Enter the **Customer** name.
2. Choose the **Status** of the estimate from the drop-down menu below the customer name.

3. Enter the **Date**.
4. In the body of the estimate add the **Products/services** you're selling to the customer.

5. Enter the **Description, Quantities, Amounts** and **Sales Tax**.

Estimate no.1033
?
✕

Steve Hinckley

🕒 Pending Send later Cc/Bcc

AMOUNT

\$38,420.00

Billing address: Steve Hinckley, 400 Temple St, Toronto ON.

Estimate date: 04/02/2017 | Expiration date:

Estimate no.: 1033

Sales Rep: | Territory: | Custom 3:

Amounts are: Exclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1		Fencing & Deck Materials:Fence & Gate Hardware		Fence & Gate Hardware	1	1,000	1,000.00	HST ON
2		Fencing Package		Your customer won't see any of the items in this bundle	1	33,000	33,000.00	
		Fencing & Deck Materials:Lumber			10	3,000		HST ON
		Fencing & Deck Materials:Fasteners		Fasteners	20	50		HST ON
		Fencing & Deck Materials:Fence & Gate Hardware		Fence & Gate Hardware	10	200		HST ON
3								

Cancel Clear
Print or Preview Make recurring Customize
Save Save and close

6. Click **Save**.

Reporting on Estimates

You can view the open estimates on the **Customer** centre. Click **Estimates**.

qb **quickbooks**
Green Tree Landscapes
+
🔍
⚙️
?

- Dashboard
- Banking
- Sales
- Expenses
- Projects
- Employees
- Reports
- Taxes
- Accounting
- My Accountant
- Apps

All Sales Invoices **Customers** Products and Services
New customer

Unbilled Last 365 Days: **\$1,064,410** (17 ESTIMATES)

Unpaid Last 365 Days: **\$3,874** (15 UNBILLED ACTIVITY)

\$1,226,952 (73 OVERDUE)

\$1,250,263 (82 OPEN INVOICES)

\$35,872 (12 PAID LAST 30 DAYS)

Batch actions

<input type="checkbox"/>	CUSTOMER / PROJECT	PHONE	CURRENCY	OPEN ESTIMATES	ESTIMATE AMOUNT	ACTION
<input type="checkbox"/>	Alba Fay	302-518-5768 x4027	CAD	3 Open estimates	\$109,236.09	Start invoice
<input type="checkbox"/>	5469	647-555-8787	CAD	1 Open estimate	\$82,829.00	Start invoice
<input type="checkbox"/>	7874	647-555-8787	CAD	1 Open estimate	\$23,841.87	Start invoice
<input type="checkbox"/>	1000 - Jones Home	1000 - Jones Home	CAD	1 Open estimate	\$9,363.46	Start invoice
<input type="checkbox"/>	2000	2000	CAD	1 Open estimate	\$6,768.70	Start invoice

Run a report on estimates:

1. Click **Reports**.
2. Click **Review Sales**.
3. Click **Estimates by Customer**.

Green Tree Landscapes					
ESTIMATES BY CUSTOMER					
All Dates					
DATE	#	ESTIMATE STATUS	EXPIRATION DATE	INVOICE #	AMOUNT
▼ Alba Fay					
11/22/2016	1006	Pending			2,825.00
Total for Alba Fay					\$2,825.00
▼ BigTime Construction					
▼ 7874					
12/06/2...	1012	Pending			23,841.87
Total for 7874					\$23,841.87
Total for BigTime Construction					\$23,841.87
▼ Burlington Home Builders					
▼ 1000 - Jones Home					
01/26/2...	1022	Pending			9,363.46
Total for 1000 - Jones Home					\$9,363.46
▼ 2000					
01/26/2...	1024	Pending			6,768.70
Total for 2000					\$6,768.70
Total for Burlington Home Builders					\$16,132.16

Copying Estimates to Invoices

After you've created estimates and delivered the product and services to the customer, you can copy the estimate information directly to the invoice.



NOTE This process can only happen one time. QuickBooks will copy the entire estimate to the invoice.

To copy an estimate to an invoice:

1. Click **Create**.
2. Click **Invoice**.
3. Choose the customer and then press tab. QuickBooks display the open estimates in the right-side of the Invoice window.

4. Click **Add** or **Add all** to the estimates you want to copy across.

Invoice no.7788

Steve Hinckley [Get set up](#) **BALANCE DUE** \$0.00

Send later [Cc/Bcc](#) Credit card

Billing address: Steve Hinckley, 400 Temple St., Toronto ON.

Terms: Net 30 Invoice date: 04/02/2017 Due date: 05/02/2017 Invoice no.: 7788

Sales Rep: Territory: Custom 3

Amounts are: Exclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMC
1							
2							

Subtotal: 0.00
Total: 0.00
Deposit:

Message displayed on invoice:

Discount percent:

Cancel Clear Print or Preview Make recurring Customize Save **Save and close**

Add to Invoice
Filter by: All dates
Add all
Estimate #1033
Apr 2
\$38,420.00 | Taxable
• Fence & Gate Hardware
• No description
• No description
[More](#)
Add Open



NOTE QuickBooks copies the entire estimate across to the invoice. It closes the Estimate so that QuickBooks will no longer remind you to copy the estimate again.

Invoice no.7788

Steve Hinckley [Get set up](#) **BALANCE DUE** \$38,420.00

[1 linked transaction](#) Send later [Cc/Bcc](#) Credit card

Billing address: Steve Hinckley, 400 Temple St., Toronto ON.

Terms: Net 30 Invoice date: 04/02/2017 Due date: 05/02/2017 Invoice no.: 7788

Sales Rep: Territory: Custom 3

Amounts are: Exclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1		Fencing & Deck Materials:Fen		Fence & Gate Hardware	1	1,000	1,000.00	HST ON
2		Fencing Package		Your customer won't see any of the items in this bundle	1	33,000	33,000.00	
		Fencing & Deck Materials:			10	3,000		HST ON
		Fencing & Deck Materials:	Fasteners		20	50		HST ON

Cancel Clear Print or Preview Make recurring Customize Save **Save and close**

▶ Reimbursable Expenses

In some businesses, you may incur expenses that you will get reimbursed for by your customers. This is common in many types of services business like law firms, consulting firms, and other service professionals. Reimbursable expenses vary from business to business. i.e. A lawyer may seek reimbursement for laser copies, postage, delivery, etc.

For billable time: Record the hours spent on the job, using either a weekly timesheet or a single activity entry. Assign the hours to the customer or job (if you're tracking by job). Each entry will automatically be checked in the Billable column on the form.

For job-related purchases: (items purchased for a job, subcontracted services) Use a bill, cheque, or credit card charge to record the purchase. On the Items tab, enter each item or service you purchased. In the Customer column, be sure to assign each item or service to the customer or job (if you're tracking by job).

For overhead expenses: Expenses not caused by any specific job (rent, office supplies, etc.) should not be assigned to a Customer:Job. However, you might still want to see these expenses on job costing reports. To do that, create a dummy Customer:Job called "Overhead" and then assign all of your overhead costs to that fake job.

For other expenses: (freight charges, postage, etc.) Use a bill, cheque, or credit card charge to record the expenses. On the Expenses tab, enter each expense. In the customer column, be sure to assign each expense to the customer or sub-customer (if you're tracking by sub-customer).

To track reimbursable time and expenses you should review the Company Settings. Click the **Gear** icon and then click **Company Settings**. Click **Expenses**.

Select the option **Make expenses and items billable**.

The screenshot shows the 'Account and Settings' dialog box with the 'Expenses' section selected in the left sidebar. The 'Bills and expenses' section contains the following settings:

- Show Items table on expense and purchase forms ? **On**
- Track expenses and items by customer ? **On**
- Make expenses and items billable ? **On**
- Markup with a default rate of % ?
- Track billable expenses and items as income ?
 - In a single account
 - In multiple accounts ?
- Default bill payment terms: ▼

At the bottom of the 'Bills and expenses' section are 'Cancel' and 'Save' buttons. Below this section are two other settings:

- Purchase orders:** Use purchase orders **On** ✎
- Messages:** Default email message sent with purchase orders ✎

At the bottom right of the dialog is a 'Done' button. At the bottom center, there are links for 'Privacy | Security | Terms of Service'.



NOTE Use one or more income accounts to track billable expenses. A related setting can be added. Click **Advanced** and then click **Chart of accounts** and then choose Billable expenses income account.

Chart of accounts	<input type="checkbox"/> Enable account numbers ?	Off
	Discount account ?	Discounts given ▼
	Billable expense income account ?	Billable Expense Income ▼
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

To track reimbursable expenses and time you can use one or more of the following transaction types:

- Weekly timesheets
- Single Time Activity
- Expenses
- Cheques
- Bills

To track time to a sub-customer:

1. Click the **Create** icon.
2. Click **Weekly timesheet**.
3. **Add the employee or supplier name.**
4. Under the Details section choose the sub-customer to track the time.
5. Enter the hours in the appropriate column.
6. Click **Save**.

Weekly Timesheet

David Avery | 3/27/2017 to 4/2/2017

TOTAL HOURS
46:45

#	DETAILS	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT 1	SUN 2	TOTAL
1	Antonietta Ward:Swimming Pool Installation Description: <input type="text"/>	6:00	7:15	5:00	11:00	12:00	5:30		46:45
2	Customer name: <input type="text"/> Description: <input type="text"/>								
3	Customer name: <input type="text"/> Description: <input type="text"/>								
TOTAL		6:00	7:15	5:00	11:00	12:00	5:30		46:45

To track expenses to a sub-customer:

1. Click **Create**.
2. Click **Expense**.
3. Create the transaction as you normally would.
4. Add the name of the sub-customer to track the expense.
5. Click **Save**.

Expense
Settings ? X

Canada Small Engine Repair
SBCU Chequing
Balance \$37,873.36

AMOUNT
\$511.89

Payment date

Payment method

Ref no.

Amounts are Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER
+	1	Repair and maintenanc	453.00	HST ON	<input checked="" type="checkbox"/>	Burlington Home
⋮	2					

+ Add new
3000 - CADSub-customer of Burlington ...

Add lines
Clear all lines

► Item details

Memo

Subtotal	453.00
HST (ON) @ 13% on 453.00	58.89
Total	511.89

Cancel
Clear
Print
Make recurring
Save
Save and new

To track expenses on a cheque to a sub-customer:

1. Click **Create**.
2. Click **Cheque**.
3. Create the transaction as you normally would.
4. Add the name of the **sub-customer** to track the expense on the cheque.

5. Click **Save**.

Cheque no.115
?
✕

Fuel Stop

SBCU Chequing

Balance \$37,361.47

AMOUNT
\$56.27

Mailing address

Fuel Stop
499 Cornerstreet
Cambridge ON. M4N 3K8

Payment date

03/30/2017

Cheque no.

115

 Print later

Amounts are Exclusive of Tax

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER
1	Fuel	Fuel for engine.	49.80	HST ON	✓	Burlington Home Builders
2						

Add lines

Clear all lines

► Item details

Memo

Subtotal 49.80
HST (ON) @ 13% on 49.80 6.47
Total 56.27

Cancel

Clear

Print or Preview

Make recurring

More

Save and new

To track expenses from a bill to a sub-customer:

1. Click **Create**.
2. Click **Cheque**.
3. Create the transaction as you normally would.
4. Add the name of the **sub-customer** to track the expense on the cheque.

5. Click **Save**.

Bill
?
✕

Green Jeans Lawn Machines
▼

BALANCE DUE

\$564.85

Mailing address	Terms	Bill date	Due date	Bill no.
Wendy Holmgren Green Jeans Lawn Machines 76 York St. Georgetown ON. L4N 3M7	▼	03/30/2017	03/30/2017	36722-34

Amounts are Exclusive of Tax ▼

▼ Account details

	#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER
⋮	1	Disposal Fees	Disposal of debris at job site.	499.87	HST ON	✓	Burlington Home Builders
⋮	2						

Add lines
Clear all lines

▼ Item details

	#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	BILLABLE	CUSTOMER
⋮	1									
⋮	2									

Cancel
Clear
Make recurring
Save
Save and new ▼

Transfer Billable Expenses and Time to Customer

After tracking time and expenses to a customer, you're now ready to issue an invoice that includes the reimbursable expenses. Create the invoice:

1. Click **Create**.
2. Choose the **Customer** and then press tab. QuickBooks displays the reimbursable expenses on the right-side of the QuickBooks window.

- After completing the invoice as needed, select the reimbursable expenses on the right-side of the window to add them.

Invoice no.7784

Burlington Home Builders:3000 **Payment Options** [Get set up](#)

1 linked transaction Send later [Cc/Bcc](#) Credit card

BALANCE DUE \$11,811.89

Billing address 3000 300 Burloak Dr. Burlington ON.

Terms Net 30 **Invoice date** 03/30/2017 **Due date** 04/29/2017 **Invoice no.** 7784

Sales Rep **Territory** **Custom 3**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Consulting		Consulting on City of Toronto Park design	1	10,000.00	10,000.00	HST ON
2			Engine repair			453.00	HST ON
3							

Subtotal 10,453.00

Discount percent 0.00

HST (ON) @ 13% on 10,453.00 1,358.89

Amounts are Exclusive of Tax

Add to Invoice

Filter by: All dates

Add all

✓ Added to your invoice

Billable expense
Mar 30
\$49.80 | Taxable
Fuel for engine.
[Add](#) [Open](#)

Billable expense
Mar 30
\$499.87 | Taxable
Disposal of debris at job site.
[Add](#) [Open](#)

Cancel **Clear** [Print or Preview](#) [Make recurring](#) [Customize](#) **Save** **Save and close**

Invoice no.7784

Burlington Home Builders:3000 **Payment Options** [Get set up](#)

3 linked transactions Send later [Cc/Bcc](#) Credit card

BALANCE DUE \$12,433.01

Billing address 3000 300 Burloak Dr. Burlington ON.

Terms Net 30 **Invoice date** 03/30/2017 **Due date** 04/29/2017 **Invoice no.** 7784

Sales Rep **Territory** **Custom 3**

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1	Consulting		Consulting on City of Toronto Park design	1	10,000	10,000.00	HST ON
2			Engine repair			453.00	HST ON
3			Fuel for engine.			49.80	HST ON
4			Disposal of debris at job site.			499.87	HST ON
5							

Subtotal 11,002.67

Amounts are Exclusive of Tax

Cancel **Clear** [Print or Preview](#) [Make recurring](#) [Customize](#) **Save** **Save and close**