

Intuit® Academy

Customer and Supplier Processes



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CUSTOMER AND SUPPLIER PROCESSES

A key benefit of using QuickBooks is the ability for end users to easily enter in all their customer and supplier information and have quick access to this information which helps control their cash flow.

Customers can be set up in the initial set up process or at any time. However please note that for clients that are retail and record daily sales they may have customers listed as days of the week to be able to track their daily sales and run sales reports. QuickBooks allows easy entry of both invoices and retail sales.

NOTE: Instructions for selecting functions in this course are the most common methods of accessing them, such as a series of mouse clicks, but other methods exist. There are often several ways to access a QuickBooks function, including keyboard shortcuts, selecting Home Page icons, or icons from the icon bar (if the icon bar has been set up to include an icon for this purpose).

Before creating an invoice or sales receipt items need to be created. These can be done via the **Item and Service** icon on the main page, or from the menu bar by selecting **Lists > Item List**. This opens the **Item List** dialogue box.

<div> <div>Home Calendar Search Snapshots Customers Suppliers Employees Online Banking Reports Live Community Help Feedback Services Payroll Credit Cards</div> <div> <div>Look for</div> <div>in All fields</div> <div>Search</div> <div>Reset</div> <div><input type="checkbox"/> Search within results</div> </div> </div>					
NAME	DESCRIPTION	TYPE	ACCOUNT	TO	PRICE
65766534	Complete Care	Service	Sales		75.00
Do it yourself Oil Cha...	Kit for Oil Changes	Service	Services Income		28.95
Service	Repair Service	Service	Services Income		53.00
Vintage Restoration	Complete	Service	Sales		500.00
Air Conditioning		Stock Part	Sales	0	0.00
120Y	A/C Condenser	Stock Part	Sales	37	190.00
K1212	A/C Clutch Cycling Pressure Switch	Stock Part	Sales	44	18.00
Body		Stock Part	Sales	0	0.00
12459Y	Door Handle, Front LH Outer (Chrome)	Stock Part	Sales	0	59.95
1272Y	Door Handle, Rear RH Outer (Chrome)	Stock Part	Sales	0	59.95
174Y	Front RH Wing OE	Stock Part	Sales	0	225.00
192Y	Rear Bumper Bar (Chrome) With Parking Aid	Stock Part	Sales	0	375.00
Brakes		Stock Part	Sales	0	0.00
19D	F/Brake Pad Set PG+ (Ceramic) 345/60mm	Stock Part	Sales	171	59.95
212Db	Front Brake Disc (345mm Dia.)	Stock Part	Sales	141	49.95
54Da	Fitting & Spring Kit, R/Park Brake Shoes	Stock Part	Sales	102	29.95
Drivetrain		Stock Part	Sales	0	0.00
12124Y	Universal Joint, Prop-Shaft (178)	Stock Part	Sales	5	25.00
1258Y	Front Drive Shaft Assembly	Stock Part	Sales	5	665.00
1259Y	Rear Axle Shaft	Stock Part	Sales	5	329.95
Electrical		Stock Part	Sales	0	0.00
1459Y	Window Switch Master (Front LH)	Stock Part	Sales	172	77.85
1512Y	ABS Sensor, Front LH or RH (4x4)	Stock Part	Sales	52	114.95
21Y	Starter Mtr (G/Reduct 7.3L) New exch.	Stock Part	Sales	40	195.00

In QuickBooks, an **Item** is anything that a company buys, sells, or resells to run the business. Items can be products, services, charges like shipping and handling, subtotals and discounts. These are types of items from which to choose.

TYPES OF ITEMS

When creating or editing an **Item** generally the following can be entered:

- **Service** – For services that are either charged for or purchased, such as specialised labour, consulting hours, and professional fees
- **Item Name/Number** – This does not appear on the invoice but is created to help you select the item required
- **Description** – This is what the customer will see on the invoice, and can either be set when creating the item or at the invoice stage
- **Rate/Price** – This can be entered if this is a set amount. It can also be over-ridden on the invoice itself.
- **Sales VAT code** – Please note that this will only appear if VAT is switched on. QuickBooks makes it easy to track VAT by assigning a VAT code to each transaction or line item where VAT applies.

The following are codes QuickBooks automatically creates:

CODE	DESCRIPTION
E	Exempt
EGS	EC Goods Standard (20.0%)
EGZ	EC Goods Zero-Rated (0%)
ESS	EC Services Standard
ESZ	EC Services Zero-Rated
N	Not Registered
R	Reduced (5%)
RC	Reverse Charge (Carousel/MTIC)
S	Standard (20.0%)
Z	Zero-Rated (0%)
O	Outside the Scope of VAT

These are recorded on every transaction:

- **Account** – Where this item is posted to in the Chart of Accounts

New Item

TYPE
 Service Use for services you charge for or purchase, like specialised labour, consulting hours, or professional fees.

Item Name/Number ☐ Subitem of
 Consultancy

UNIT OF MEASURE
 Enable...

☐ This service is used in assemblies or is performed by a subcontractor or partner

Description Rate 20.00
 Sales VAT Code S
 Account Consultancy Inc...

☐ Item is inactive
☐ Amt's Inc VAT

[How can I set rates by customers or employees?](#)

OK
 Cancel
 Next
 Notes
 Custom Fields
 Spelling

In QuickBooks Premier and Accountant Edition, there is an additional option to add a **Unit of Measure**. If a unit of measure is added the rate will correspond to that measure — for example if you purchase in cases and then sell single units.

Unit of Measure

Select a Unit of Measure Type

If you don't see the Unit of Measure type you need, select Other to create a new one.

☐ Count (each, box, case, dozen, etc.)
☐ Length (inch, foot, yard, meter, etc.)
☐ Weight (ounce, pound, kilogram, etc.)
☐ Volume (quart, gallon, cubic yard, liter, etc.)
☐ Area (square foot, acre, square meter, etc.)
☐ Time (minute, hour, day, etc.)
☐ Other

Back Next Help Cancel

- **Stock** – For goods purchased and tracked as inventory before they are resold. The stock preference must be turned on to see this. We will cover stock in more detail later in the manual.
- **Stock Assembly** – Assembly items allows the user to combine stock items and assembly costs into new, separately “trackable” items that represent these finished goods that are produced and sold as shown in the screen capture below. Basically, QuickBooks allows you to indicate what single items go into the final assembled item, assemble that item, and then sell the Assembled Item.

TYPE

StockAssembly Use for stock items that you assemble from other stock items and then sell.
[What's the difference between a StockAssembly and a Group?](#)

Item Name/Number ☐ Subitem of
 Drivetrain1

☐ I purchase this assembly item from a supplier

UNIT OF MEASURE
 Enable...

Cost [What is this cost?](#) 0.00 COGS Account Cost of Goods Sold

Description
 Drivetrain

Sales Price 1,000.00 Sales VAT Code S Income Account Sales

Bill of Materials

ITEM	DESCRIPTION	TYPE	COST	QTY	TOTAL
Drivetrain:12124Y	Universal Joint, Pro...	Stock Part	17.86	1	17.86
Drivetrain:1258Y	Front Drive Shaft As...	Stock Part	475.00	1	475.00
Drivetrain:1259Y	Rear Axle Shaft	Stock Part	235.68	1	235.68
Total Bill of Materials Cost:					728.54

STOCK INFORMATION

Asset Account Stock Build Point On Hand 0 Average Cost 0.00 On P.O. 0

TIP: It is a “best practice” to assemble a Stock Assembly item before selling it, because creating a negative quantity of an item in QuickBooks can cause Cost of Goods Sold to be skewed. Access this function by selecting **Stock > Build Assemblies**. QuickBooks limits the number of assembled items you can build based on the quantities on hand of the components. See more information on Stock Assembly items later in this course.

Build Assemblies

Previous Next Print Preview Print Customise Attach

ASSEMBLY ITEM: Drivetrain1 Date: 31/12/2016 Build Ref. No.: 1

Build Assembly TEMPLATE: Custom Build Assembly

QUANTITY ON HAND: 0 Build Point: 0
 QUANTITY RESERVED FOR OTHER ASSEMBLIES: 0
 QUANTITY AVAILABLE: 0

Components Needed to Build Drivetrain1

ITEM	DESCRIPTION	TYPE	PER ITEM QTY	QTY ON HAND	QTY NEEDED
Drivetrain:12124Y	Universal Joint, Prop-Shaft (178)	Stock P...	1	5	3
Drivetrain:1258Y	Front Drive Shaft Assembly	Stock P...	1	5	3
Drivetrain:1259Y	Rear Axle Shaft	Stock P...	1	5	3

Maximum number you can build from the quantity on hand: 5

QUANTITY TO BUILD: 3

☐ To be printed

MEMO: Build Drivetrain1 in advance of expected orders

Build & Close Build & New Clear

- **Non-stock part** – For goods that are purchased but generally not sold or tracked for stock levels. These can include office supplies, and materials that have been bought for a specific customer that you charge back to them.
- **Other Charge** – For miscellaneous labour, materials, etc. such as shipping and handling fees, setup fees, service charges, or late-payment fees. An Other Charge can be defined either as an amount or as a percentage to be applied to the row above it.
- **Subtotal** – A Subtotal Item totals all items above on a form, up to the previous total. This is useful in applying a percentage discount or surcharge to the subtotal.
- **Discount** – To subtract a percentage or a fixed amount from a total or subtotal in the line above it. For example, Retention Deductions as shown in the below screen capture. When setting up Retention Deductions it will need to be assigned to an Other Asset Account and named Retentions Held.

NOTE: Discount is not used to apply an early payment discount. To comply with HMRC regulations as of 1st April 2015, use a credit to record this type of discount.

TYPE
Discount Use to subtract a percentage or fixed amount from a total or subtotal. Do not use this item type for an early payment discount.

Item Name/Number Retention 5% ☐ Subitem of

Description Retention at 5% of Job Cost Amount or % 5.0%
Account Retentions Held

Sales VAT Code S Discount is applied before sales tax

OK
Cancel
Next
Notes
Custom Fields
Spelling
☐ Item is inactive

- **Group** – This is useful for quickly entering a group of individual items that are often sold together. Instead of entering each item individually on an invoice, enter the name of the group item. QuickBooks then fills in the details for the items in the group. In creating a group, you may specify whether you wish the group's individual item components to appear on forms sent out, such as invoices, credit memos, sales receipts, sales orders and estimates. Regardless of the printing option chosen, the component items do appear on the screen when viewing these forms in QuickBooks.
- **Payment** – This is to record partial payment for example a deposit that is received at the time of sale and reduces the amount owed on the invoice.
- **VAT Item** – To add additional VAT rates.
- **VAT Group** – Used to calculate and individually track two or more VAT items that apply to the same sale.

CUSTOMER & SUPPLIER CENTRES

The Customer & Supplier Centre accessed at **Customer/Supplier > Customer/Supplier Centre** give an overview of Customer and Supplier transactions, admin & communication. The Centres are similar so we will explore the **Customer Centre** here.

Customer Centre: Annemarie's Motor Engines

Customers & Jobs | Transactions

Active Customers

NAME	BALANCE TO...	ATTACH
♦ Alex Blakey	0.00	
♦ Anandkumar R	124.55	
♦ Andre Prefontaine	0.00	
♦ Anilkumar Pillai	0.00	
♦ Annemarie's Mot...	47,000.00	
♦ Annie M Ma	0.00	
♦ Benjamin W Yeu...	0.00	
♦ Bryan K Tublin	0.00	
♦ Carol Teng	0.00	
♦ Adwin Ko	0.00	
♦ Adam Sarace...	0.00	
♦ Andrew Kok	0.00	
♦ Brenda Robis...	0.00	
♦ Bridget O'Brien	0.00	
♦ Carol Walker	0.00	
♦ Cash Sale	0.00	
♦ Cathy Quon	0.00	
♦ Charlie Whitehead	0.00	
♦ Cheng-Cheng Lok	0.00	

Customer Information

Company Name: **Annemarie's Motor Engines** | Main Phone: 01364 422550
 Full Name: **Annemarie Papp** | Fax: 01364 452544
 Bill To: **Annemarie's Motor Engines** | Main Email: afe@gmail.com
 3 Church View Business Park
 Binbrook
 Market Rasen
 LN9 6BY

REPORTS FOR THIS CUSTOMER

[QuickReport](#)
[Open Balance](#)
[Show Estimates](#)
[Customer Snapshot](#)

Transactions | Contacts | To Do's | Notes | Sent Email

SHOW: All Transac... | FILTER BY: All | DATE: This Financial Ye... | 01/01/2022 - 31/12/2022

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Invoice	73	31/12/2022	Accounts Receivable	63,450.00
Payment		31/12/2022	Current	63,450.00
Invoice	12	25/12/2022	Accounts Receivable	63,450.00
Payment		19/12/2022	Undeposited Funds	54,050.00
Payment		30/11/2022	Undeposited Funds	37,600.00
Invoice	11	25/11/2022	Accounts Receivable	54,050.00

Manage Transactions | Run Reports

On the left of the screen we have a list of all Customers which we are able to filter this list to show **All Customers, Active Customers, Customers with Overdue and Almost Due Invoices**.

The Customer's contact details are displayed at the top right of the screen as well as access to **Reports for this Customer**. The Transactions Tab displays all the relevant transactions per customer and again these can be filtered by transaction status, type and date.

The **Contacts** tab allows users to add additional, primary or secondary contact details.

Transactions | **Contacts** | To Do's | Notes | Sent Email

CONTACT NAME | CONTACT INFO

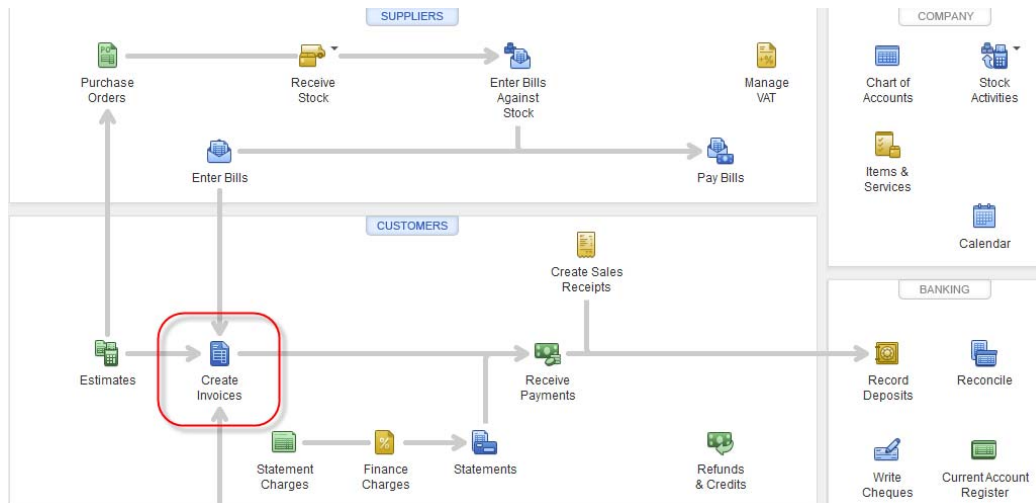
Annemarie Papp (Primary Contact)	

Manage Contacts

- Add New
- Edit Selected Contact
- Delete Selected Contact

INVOICING

Invoices can be created from the Home Page by clicking on the **Create Invoices** icon or alternatively selecting **Customers > Create Invoices** from the menu bar.



1. Clicking on **Create Invoices** will open a new blank invoice.
2. From the drop-down menu, choose the customer to be invoiced, or type the name of a new customer. Notice that if you wish to create a new customer, you may also select the **Add New** function in the drop-down menu.

< Add New >	
Adwin Ko	Customer:Job
Alex Blakey	Customer:Job
Anandkumar R	Customer:Job
Andre Prefontaine	Customer:Job
Anilkumar Pillai	Customer:Job
Annie M Ma	Customer:Job
Benjamin W Yeung	Customer:Job
Brad's Fleet	Customer:Job
Adam Saraceno	Job
Andrew Kok	Job
Brenda Robison	Job
Bridget O'Brien	Job
Bryan K Tublin	Job

The Invoice date and number are shown on the top right of the invoice and these can be amended if required.

Tax Date
31/12/2016

Invoice No
88

3. The invoice template can also be chosen. To customise an invoice (or other form type) template, see the next section, Customising an Invoice Template.

TEMPLATE Intuit Product Invoice

- Adv Stock Product Invoice
- Attorney's Invoice
- Finance Charge
- Fixed Fee Invoice
- Intuit Delivery Note
- ✓ Intuit Product Invoice
- Intuit Professional Invoice
- Intuit Service Invoice
- Invoice from Proposal
- Product Invoice Laser Mailer
- Product Invoice2 Laser Mailer
- Service Invoice Laser Mailer
- Time & Expense Invoice

- Information can now be added onto the invoice choosing the item from the drop down, the description – this is what the customer will see, quantity.

NOTE: If a Unit of Measure and Rate/Price has been set for this item these will automatically appear, and these can be overridden if needed. The final column records the VAT rate for that item.

Create Invoices

Main Formatting Send Reports

Find New Save Delete Create a Copy Memorise Mark As Pending Print Email Email Later Amts Inc VAT Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER_JOB **Cathy's Classics** CLASS **Intuit Product Invoice** TEMPLATE

Invoice

Tax Date: 25/12/2016 Invoice To: Annemarie's Motor Engine 3 Church View Business f Binbrook Market Rasen LN9 6BY Ship To: Annemarie Papp 3 Church View Business f Binbrook Market Rasen LN9 6BY

Invoice No: 12

P.O. No.: Terms: 2% 10 Net 30 Rep: AL Ship Date: 25/12/2016 Ship Via: FOB:

QTY	ITEM	DESCRIPTION	U/M	RATE	CLASS	AMOUNT	VAT
27	Vintage Resto...	Discount amount included in VAT		2,000.00	Service	54,000.00	S
	Service	Repair Service		100.00		100.00	S

CUSTOMER MESSAGE

MEMO

TOTAL VAT: 9,278.15 Edit

TOTAL: 63,378.15

PAYMENTS APPLIED: 0.00

BALANCE DUE: 63,378.15

Save & Close Save & New Revert

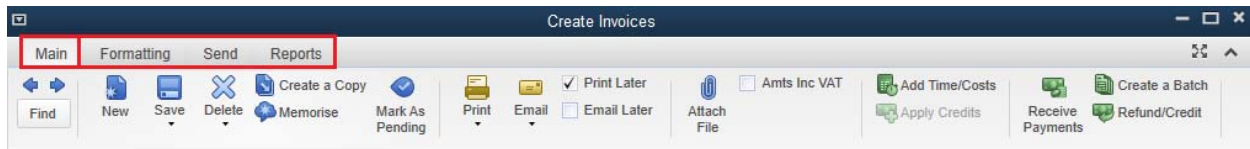
- The invoice can be emailed using the **Email** icon in the **Send** tab (or printed and mailed using the **Print** icon in the **Main** tab).

USING INVOICE TOOLS

Each QuickBooks transaction that you enter has a tools menu to help you process not only your current transaction but associated transactions more efficiently. We will look at those associated with processing a sales invoice in detail here and point out any associated with other tasks as they arise and differ from Sales Invoicing.

The tool menu has four headers

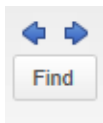
- **Main**
- **Formatting**
- **Send**
- **Reports**



In the **Main** menu are the tools associated with processing, sending & printing and links to process payments and credits.

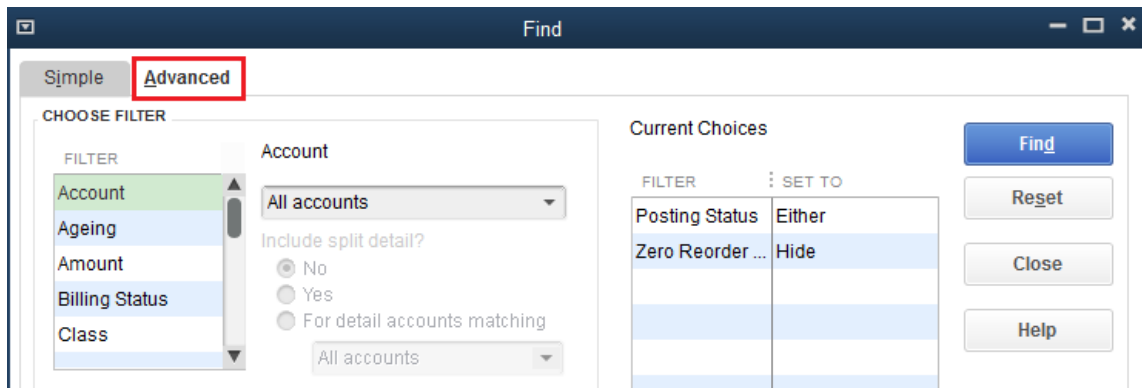
We will look at these tools from left to right:-

- **Find**



The Find button has two blue backward and forward pointing arrows which will take you backwards or forwards through entered invoices in date, then invoice number order. The **Find** button opens a new search window to enable you to search for customer invoices by name, date range, invoice number or amount.

If these parameters are not sufficient to find the item that you require then the **Advanced** button will open Advanced Find where the search criteria can be widened. We will examine this Advanced Find feature in more detail later on. To return to the basic find function select the **Simple** tab.



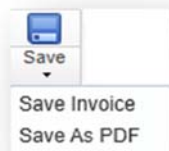
- **New**



-

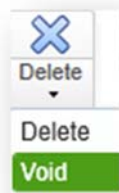
The new button will create a new blank invoice. If you have not saved the current document QuickBooks will prompt you to save the current document first.

- **Save**



The blue **Save** button will save the current transaction whilst keeping the document on the screen as will the drop down button underneath and the **Save Invoice** option. **Save As PDF** will allow you to save a PDF version of the Invoice, by converting the invoice and prompting the user to choose a directory on the computer.

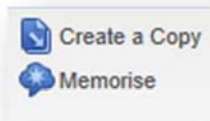
- **Delete & Void**



Delete - The ability to delete & void transactions allows the user to quickly fix errors. To delete a transaction will remove it from the customer's account entirely but not from the audit trail which can be viewed from **Reports > Audit Trail or Voided/Deleted Transactions**. If a sales invoice is deleted the invoice number can be re-used

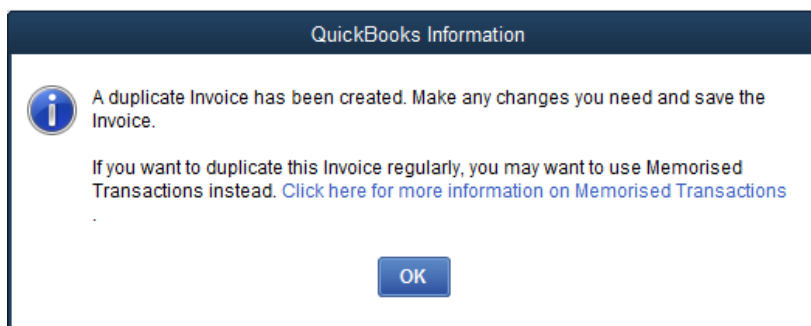
Void - Voiding a transaction does not remove the transaction from the customer ledger but all amounts revert to zero. The date, memo and importantly the invoice number remain visible and the Invoice number cannot be re-used. As with deleting a transaction the original details and values are visible in the Audit Trail and Voided/Deleted Transaction report.

- **Copy & Memorise**



The Copy & Memorise functions are very useful when creating a similar transaction, or if the same transaction recurs on a regular basis.

Copy – Often clients will need to produce several invoices to customers of similar amounts or for similar items. **Create a Copy** will duplicate the current saved invoice with the **exception** of the date which will default to today's date and the invoice number which will advance numerically as with any new invoice.

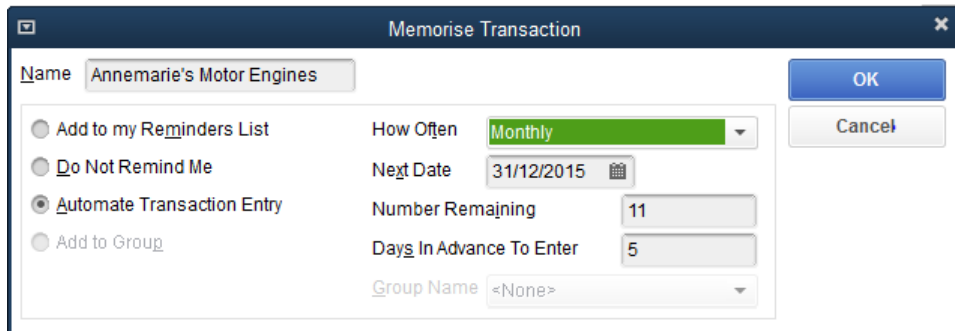


QuickBooks will prompt you to save the current invoice before it will create a copy.

Memorise – Memorise transactions are useful for transactions that need to be produced regularly. In the first instance the transactions should be created as required and saved. When **Memorise** is chosen the Memorise Transaction box appears where the criteria of the recurrent transaction should be selected. First name the transaction – this is what it will be listed as in the **Memorised Transaction List**, then choose one of the following:-

- **Add to my Reminders List** - This will remind you to enter the transaction on the frequency selected under **How Often** commencing from the date selected at **Next Date**. The Reminders List is accessed at **Company > Reminders**, it will also appear when you open the company file if you have selected this as a preference

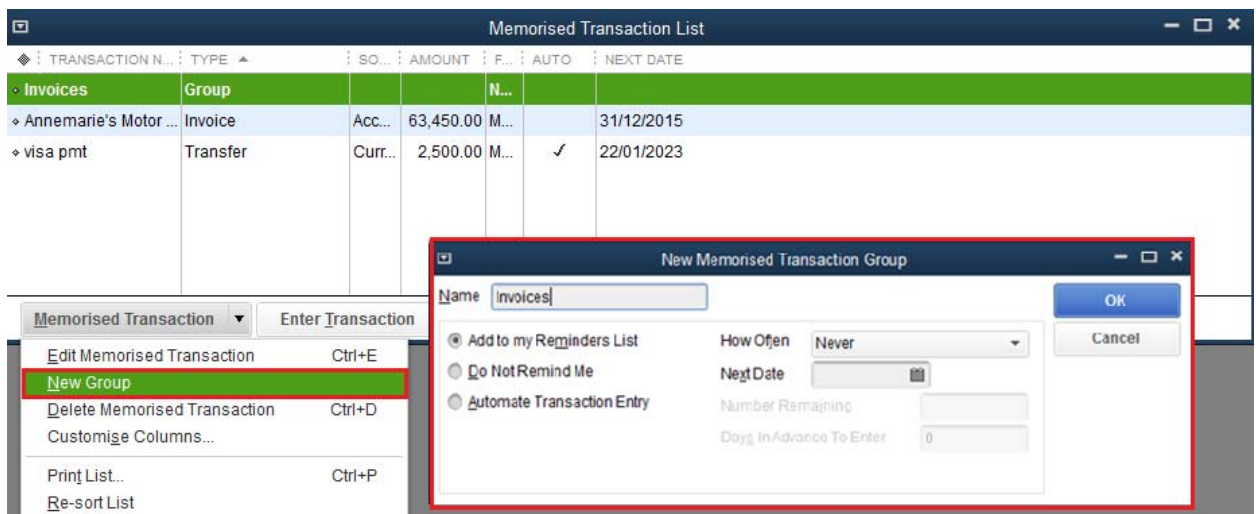
- **Do Not Remind Me** – This option will save the memorised transaction in the Memorised Transaction List but will not prompt you to enter or populate the Reminders List.
- **Automate Transaction Entry** – With this option you can select **How Often** -frequency, **Next Date** – date of next transaction, **Number Remaining** - How many further entries in the series, **Days in Advance to Enter** – how many days prior to the invoice date you wish the invoice to be created.



The 'Memorise Transaction' dialog box shows the following settings:

- Name: Annemarie's Motor Engines
- Buttons: OK, Cancel
- Options:
 - ☐ Add to my Reminders List
 - ☐ Do Not Remind Me
 - ☒ Automate Transaction Entry
 - ☐ Add to Group
- How Often: Monthly
- Next Date: 31/12/2015
- Number Remaining: 11
- Days In Advance To Enter: 5
- Group Name: <None>

- **Add to Group** – Memorised Transactions can be grouped together which are due to be processed in the same way. A Group needs to be created in the first instance by accessing the Memorised Transaction List then creating a new group at **Lists > Memorised Transaction List > Memorised Transaction > New Group**



The 'Memorised Transaction List' window displays a table with the following data:

TRANSACTION N...	TYPE	SO...	AMOUNT	F...	AUTO	NEXT DATE
Invoices	Group			N...		
Annemarie's Motor ...	Invoice	Acc...	63,450.00	M...		31/12/2015
visa pmt	Transfer	Curr...	2,500.00	M...	✓	22/01/2023

The 'New Memorised Transaction Group' dialog box shows the following settings:

- Name: Invoices
- Buttons: OK, Cancel
- Options:
 - ☒ Add to my Reminders List
 - ☐ Do Not Remind Me
 - ☐ Automate Transaction Entry
- How Often: Never
- Next Date: (empty)
- Number Remaining: (empty)
- Days In Advance To Enter: 0

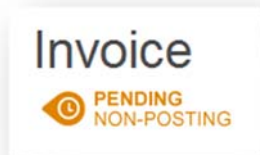
The 'Memorised Transaction' menu is open, showing the following options:

- Edit Memorised Transaction (Ctrl+E)
- New Group**
- Delete Memorised Transaction (Ctrl+D)
- Customise Columns...
- Print List... (Ctrl+P)
- Re-sort List

- **Mark as Pending**



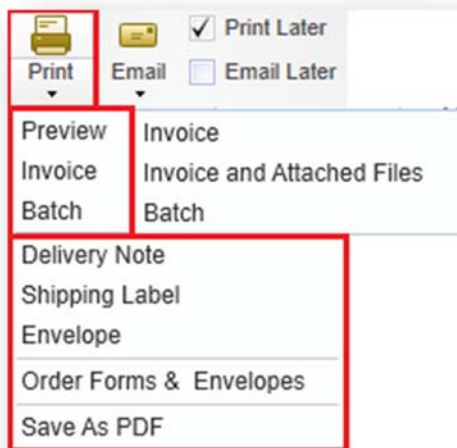
Sometimes it is necessary to enter an invoice that is not ready to be sent, if that is the case then the invoice can be marked as **Pending**. In this instance the Invoice becomes **Non-Posting**, customer ledger and accounts receivable are not updated.



The invoice is marked **Pending – Non-Posting** on the invoice screen– when the invoice is approved then it can be converted to a posted invoice by selecting **Mark as Final**. The invoice will then need to be saved in the usual way for the accounts to be updated.

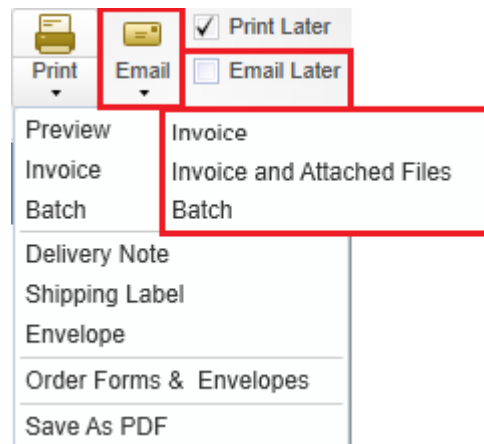
- **Print & Email**

Print - Once the invoice has been saved, the print option allows you to preview and print the invoice individually or if previous invoices have been marked as **Print Later**, then the **Batch** option will take you to **Send Forms** screen where other **Print Later** invoices are listed. From here you can also print the **Delivery Note, Shipping Label or Envelope**. The short cut to **Order Forms & Envelopes** can be accessed here or the invoice can be **Saved As PDF**.



- **Email**

Choose the Email button in order to email the document individually, as a batch or with any attached files. The **Invoice and Attached Files** option will only appear if a document has been attached to the invoices. We will examine how the **Attach Documents** feature works later on.



The **Batch** option opens the **Send Forms** function and any invoice previously saved with the **Email Later** option ticked will appear here to be emailed. This can also be accessed from **File > Send Forms**. Here you can select the forms to send, choose the appropriate message template which is created and edited in **Edit > Preferences > Send Form > Company Preferences** and send as a batch via your email provider.

Send Forms

Select the email(s) you want to send and click **Send Now**

2 of 2 Selected ✉ 2 email(s) to Send

SEND TO	TYPE	NUM	DATE	AMOUNT
<input checked="" type="checkbox"/> Puja Ramani	INV	70	30/11/2022	£7,050.00
<input checked="" type="checkbox"/> Annemarie's M...	INV	12	25/12/2022	£63,450.00

FROM: Info@montysrepairshop.co.uk

TO: pgr@gmail.com Cc: Bcc:

ATTACH: Inv 70 from Montys Repair Shop 3756.pdf

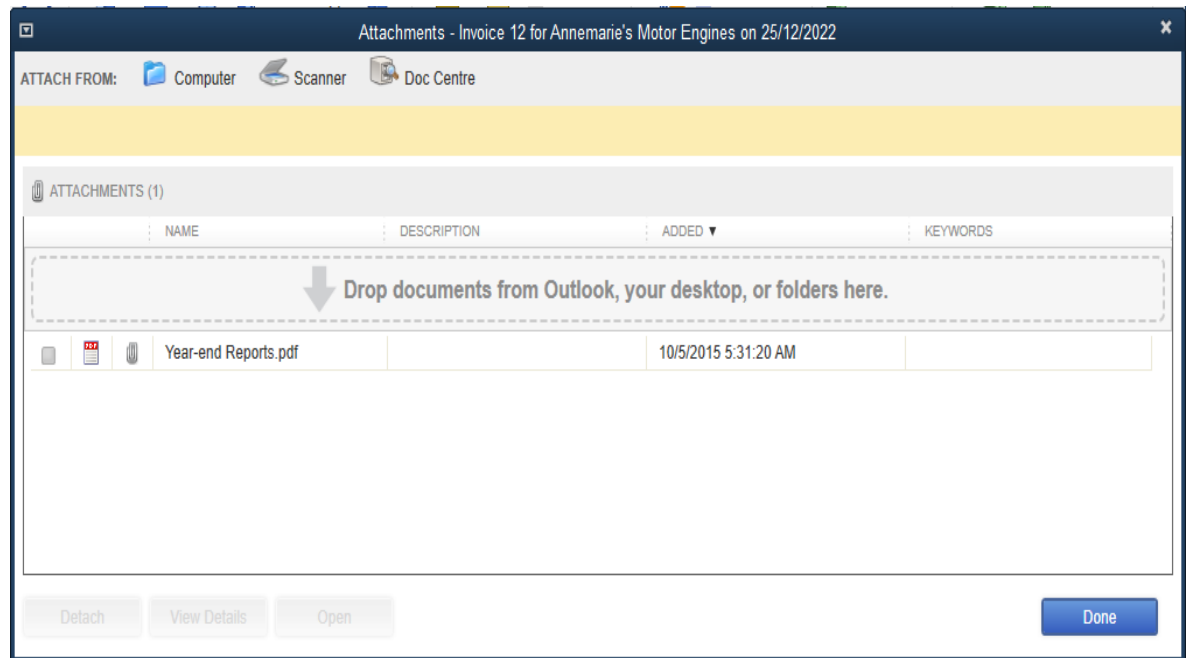
Attached 60KB of 25MB limit

TEMPLATE: Basic Invoice

SUBJECT: Invoice from Test

BODY: Dear Puja Ramani :
Your invoice is attached. Please remit payment at your earliest convenience.
Thank you for your business - we appreciate it very much.
Sincerely,
Test

- **Attach File** – This is a really useful function for attaching related documents or associated documents to the transaction being entered. This could be for your own information, a document from the customer or perhaps Terms and Conditions that you wish to send it is entirely up to you. Just select **Attach** and the **Attachment** screen will open where you can add documents from your **Computer** or disk, scan from the **Scanner** or access the **Document Centre**.



- **Amts Inc VAT** – By ticking this box you select if the invoice amount that you enter is the inclusive or exclusive amount of VAT. If you change this option after the amount has been entered it will be converted to net or gross.
- **Add Time/Costs** – Any Time, Expenses, Mileage and Items previously entered and associated with a customer and marked as billable will appear in this list for selection. Time and Costs selected will be added to the invoice if required individually or as one Item with a total value. Expenses selected will be marked up by the default amount selected in preferences or it can be overridden here.

Choose Billable Time and Costs ✕

Time and Costs For: Annemarie's Motor Engines

Time (20) £0.00 Expenses £0.00 Mileage £0.00 Items £0.00

Select All Click on Options... to customise how information from timesheets is brought into QuickBooks invoices Options...

✓	DATE	EMPLOYEE	SERVIC...	HOU...	RATE	AMOUNT	NOTES	HIDE
	03/12/20...	Jeffrey Maramba	Engine ...	6:00	1,000.00	6,000.00		
	04/12/20...	Jeffrey Maramba	Engine ...	6:00	1,000.00	6,000.00		
	05/12/20...	Jeffrey Maramba	Engine ...	4:00	1,000.00	4,000.00		
	06/12/20...	Jeffrey Maramba	Engine ...	8:00	1,000.00	8,000.00		
	07/12/20...	Jeffrey Maramba	Engine ...	8:00	1,000.00	8,000.00		
	10/12/20...	Jeffrey Maramba	Engine ...	6:00	1,000.00	6,000.00		
	11/12/20...	Jeffrey Maramba	Engine ...	6:00	1,000.00	6,000.00		
	12/12/20...	Jeffrey Maramba	Engine ...	4:00	1,000.00	4,000.00		
	13/12/20...	Jeffrey Maramba	Engine ...	8:00	1,000.00	8,000.00		
	14/12/20...	Jeffrey Maramba	Engine ...	8:00	1,000.00	8,000.00		

☐ Print selected time and costs as one invoice item Total billable time and costs 0.00

OK
Cancel
Help

- **Apply Credits** - if there are credits available they can be allocated partially or in full to the invoice.
- **Receive Payments** – This will take you to the receive payment screen and will populate the customer name with the current invoice.
- **Create a Batch** – This takes the user to the **Batch Invoices** screen as seen later in the chapter.
- **Refund/Credit** – If you select this option a credit note will be create which fully replicates the invoice, within this option you have the additional option to create a refund of the credit note and apply it to the credit.

CUSTOMISING AN INVOICE TEMPLATE

An invoice (as well as other forms) can be customised via the **Customise Data Layout** icon in the **Formatting** tab at the top of the form.

NOTE: If the template is one that came pre-programmed with QuickBooks, it will be a locked template that cannot be customised; you will be prompted to click on **Make a Copy** to duplicate the template and customise that copy.

This opens the **Customise** dialogue box where amendments can be made using the various tabs and the Layout Designer.

SELECTED TEMPLATE
Copy of: Intuit Product Invoice ☐ Template is inactive

Header Columns Prog Cols Footer Print

	Screen	Print	Title
Default Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice
Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tax Date
Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice No
Invoice To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice To
Ship To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship To
P.O. No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P.O. No.
S.O. No.	<input type="checkbox"/>	<input type="checkbox"/>	S.O. No.
Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Terms
Due Date	<input type="checkbox"/>	<input type="checkbox"/>	Due Date
REP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rep
Account Number	<input type="checkbox"/>	<input type="checkbox"/>	Account No.
Ship Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship Date
Ship Via	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ship Via
FOB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FOB
Project/Job	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project
Other	<input type="checkbox"/>	<input type="checkbox"/>	Other
Cust VAT Reg.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cust VAT Reg.

When should I check Screen or Print?

PREVIEW

Roving Auto Parts Pro
321 Abbey Lane
Gravesend, Kent
BT46 5JA

Cust VAT Reg	Company VAT Reg	Tax Date	Invoice No
	997 6854 21	31/12/2016	90

Invoice To	Ship To
Christopher Mocko Boveney Windsor BT46 5JA	Christopher Mocko Boveney Windsor BT46 5JA

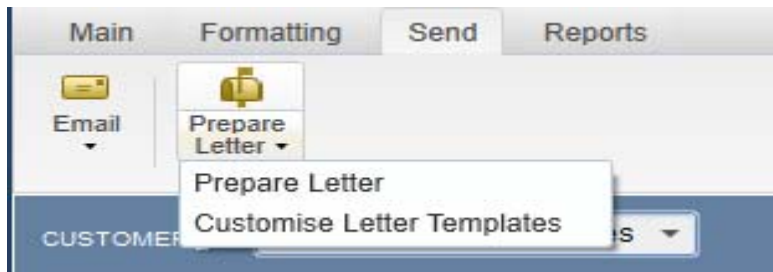
P.O. No.	Terms	Rep	Ship Date	Ship Via	FOB	Project
			31/12/2016			

Qty	Item	Description	UOM	Rate	Amount	VAT
1	Consultation	Consultation		100.00	600.00	0

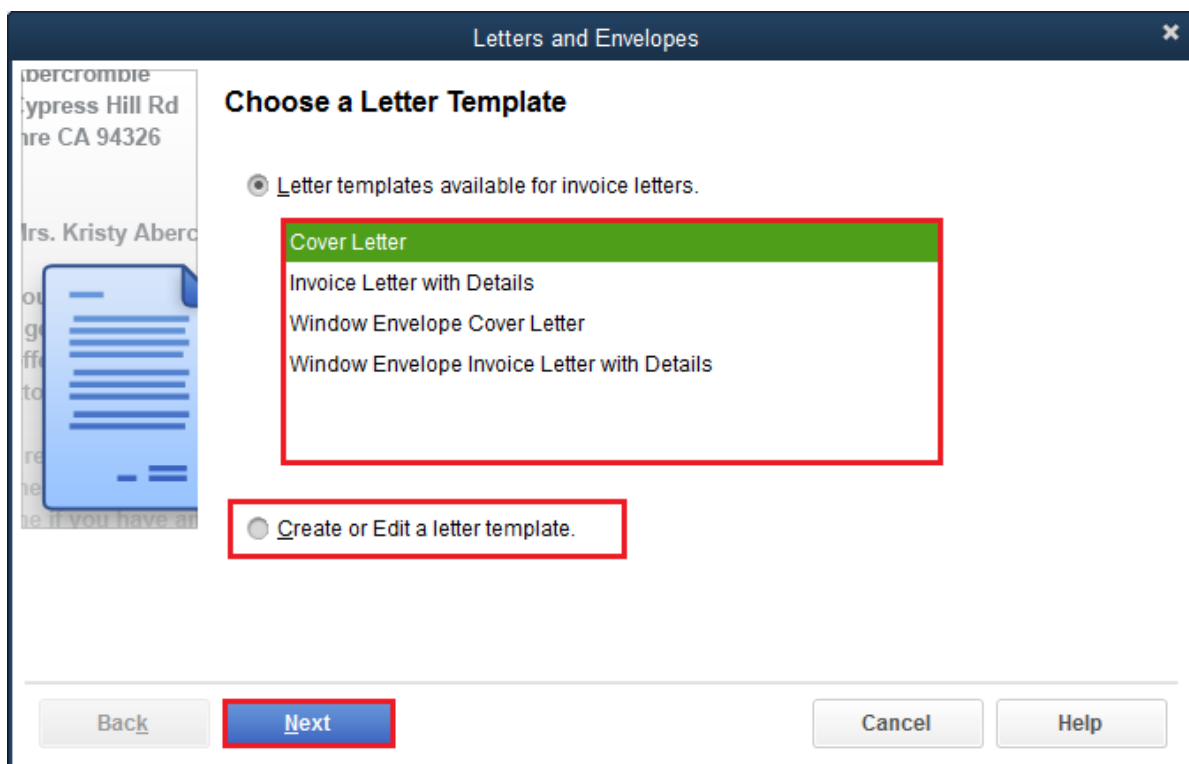
VAT Summary			Subtotal
Rate	VAT		2000.00
20.00%	70.00	600.00	
TOTALS	70.00	600.00	
VAT Total			270.00
Total			2170.00

SEND CUSTOM LETTERS TO CUSTOMERS

The send function from the Invoice Tools header as well as allowing you to email invoices to customers as seen earlier also assists you in creating letter template that can be sent to selected invoices using Microsoft Word.

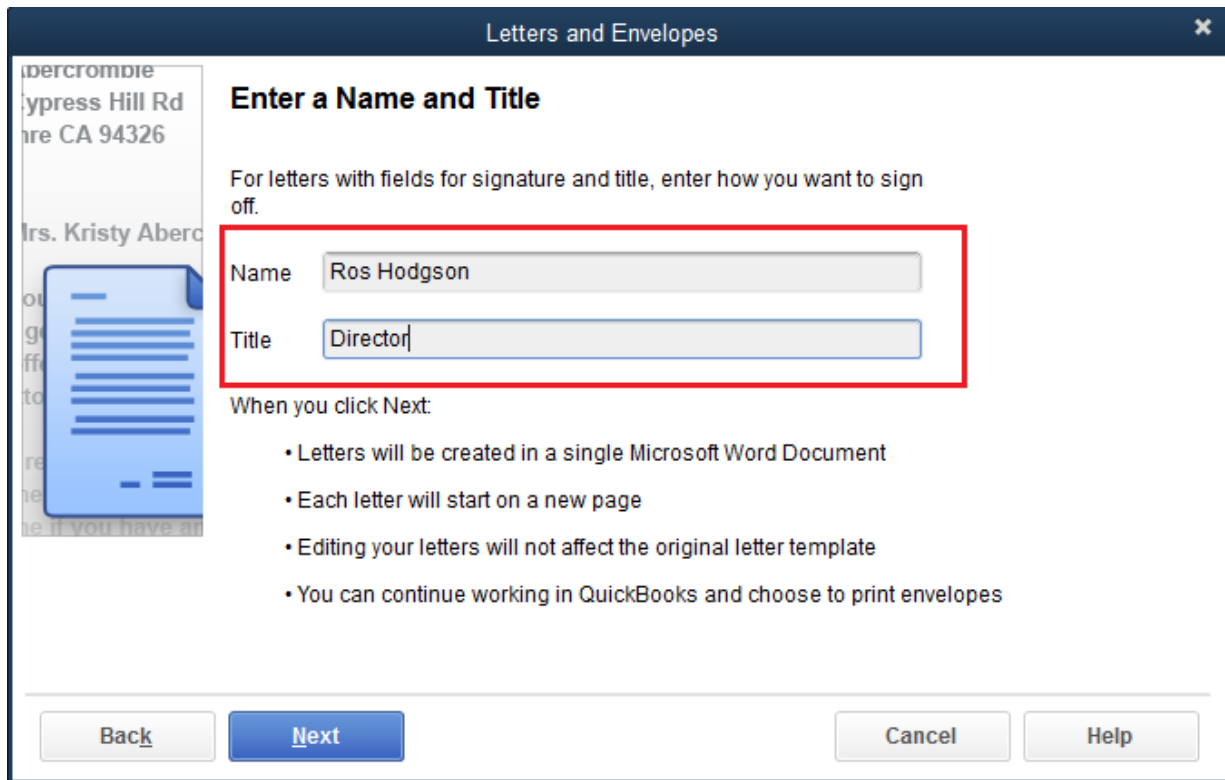


To access this feature from the Invoice screen select the **Send** tab and select **Prepare Letter**. Then either choose from existing templates or create or edit a letter template of your choice.



This function is really useful if company has moved and wishes to inform all its customers, advise of new price list or any such mass mailing.

Select **Next**, then on the following screen select how your signature will appear by entering your chosen the **Name** and Title.



The screenshot shows a software window titled "Letters and Envelopes" with a close button (X) in the top right corner. On the left side, there is a preview of a letter template with placeholder text: "Abercrombie Cypress Hill Rd", "re CA 94326", "Mrs. Kristy Abercrombie", and "ot g ffa to re he ne if you have an". The main area is titled "Enter a Name and Title". Below the title, it says "For letters with fields for signature and title, enter how you want to sign off." There are two input fields: "Name" with the text "Ros Hodgson" and "Title" with the text "Director". These two fields are enclosed in a red rectangular box. Below the input fields, it says "When you click Next:" followed by a bulleted list: "• Letters will be created in a single Microsoft Word Document", "• Each letter will start on a new page", "• Editing your letters will not affect the original letter template", and "• You can continue working in QuickBooks and choose to print envelopes". At the bottom, there are four buttons: "Back", "Next" (highlighted in blue), "Cancel", and "Help".

Letters and Envelopes

Enter a Name and Title

For letters with fields for signature and title, enter how you want to sign off.

Name

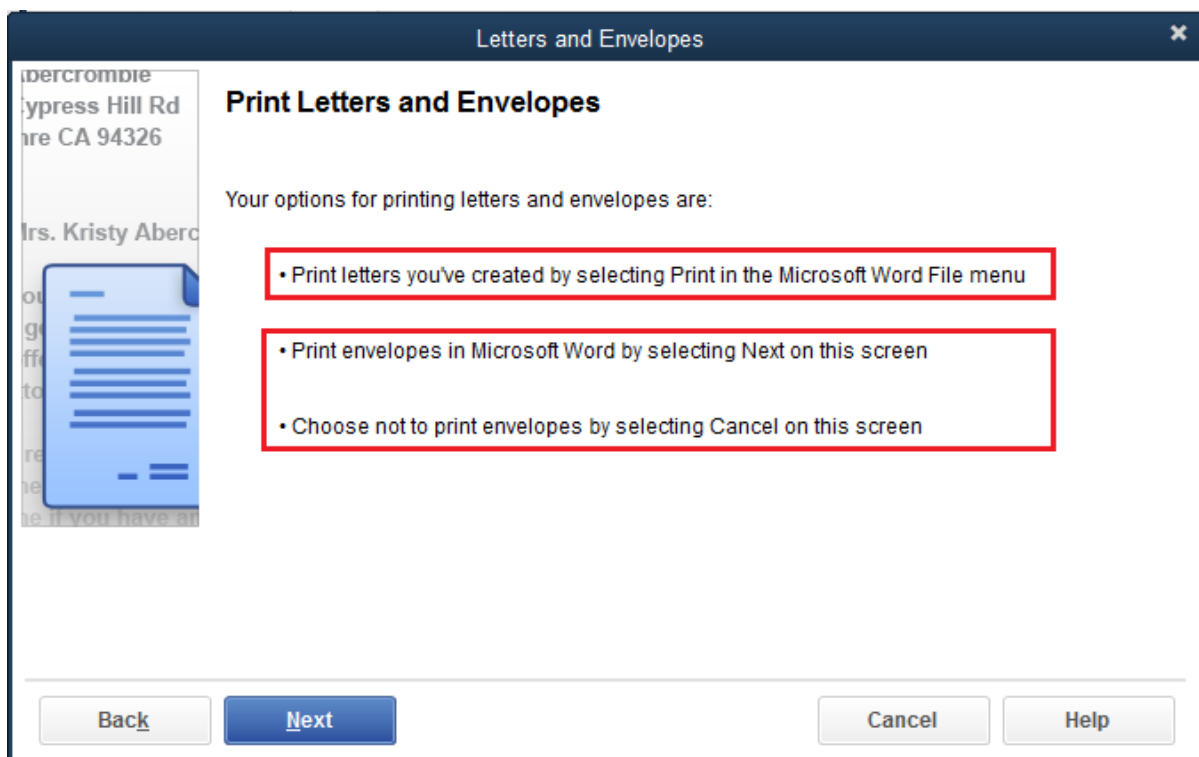
Title

When you click Next:

- Letters will be created in a single Microsoft Word Document
- Each letter will start on a new page
- Editing your letters will not affect the original letter template
- You can continue working in QuickBooks and choose to print envelopes

Back Next Cancel Help

Enter **Next**. The next options are to choose how the letter will be displayed and printed. Word will open with the merged letter for you to print or save, if you select **Next** it will open a second document which will be the envelope also to print. If you select **Cancel** then no envelope will be printed.



The screenshot shows the same "Letters and Envelopes" window, but now on the "Print Letters and Envelopes" screen. The left preview area is the same. The main area is titled "Print Letters and Envelopes". Below the title, it says "Your options for printing letters and envelopes are:". There are three bulleted options, each enclosed in a red rectangular box: "• Print letters you've created by selecting Print in the Microsoft Word File menu", "• Print envelopes in Microsoft Word by selecting Next on this screen", and "• Choose not to print envelopes by selecting Cancel on this screen". At the bottom, there are four buttons: "Back", "Next" (highlighted in blue), "Cancel", and "Help".

Letters and Envelopes

Print Letters and Envelopes

Your options for printing letters and envelopes are:

- Print letters you've created by selecting Print in the Microsoft Word File menu
- Print envelopes in Microsoft Word by selecting Next on this screen
- Choose not to print envelopes by selecting Cancel on this screen

Back Next Cancel Help

Review the letter and envelope, using the back button if you need to make changes. If not select **Finish**.

Letters and Envelopes

Review Letters and Envelopes

You have now created letters and printed envelopes for them

We recommend the following:

- Review the letters to be sure they are what you wanted.
- Ensure that all the envelopes printed correctly.

Congratulations! You have successfully created letters and envelopes.

Back Next **Finish** Cancel Help

Once this step has been completed the letters can then be printed or emailed to customers and saved in the usual way to word.

Monty's Repair Shop
321 Majomone Road

31 December 2022

Annemarie's Motor Engines
3 Church View Business Park
Binbrook
Market Rasen
LN9 6BY

Dear Annemarie,

This table summarizes your current invoice activity. Please review this information and let us know if you have any questions.

Invoice Job	Annemarie's Motor Engines
Invoice Number	12
Invoice Date	25/12/2022
Invoice Due Date	24/01/2023
Invoice Amount	£63,450.00
Invoice Balance	£0.00

Itemized charges are shown below:

Item	Description	Qty	Rate	Amount	Tax
Engine Rebuild		27	2,000.00	54,000.00	S

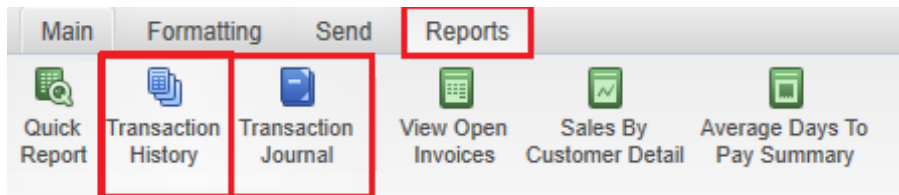
Thank you for choosing Monty's Repair Shop. We hope to work with you again in the future.

Yours sincerely

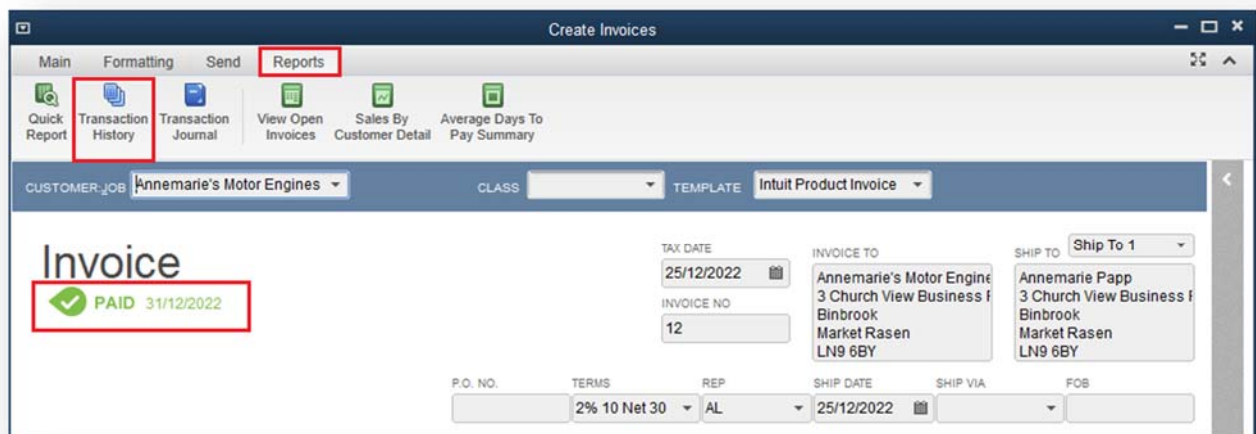
Ros Hodgson
Director
Monty's Repair Shop

TRANSACTION REPORTS

Under the **Reports** tab the **Transaction History** & **Transaction Journal** provide useful tools to investigate the history and accounting entries behind each transaction.



Transaction History – Understanding how transactions are connected is really important to ensure payments and credits have been correctly allocated. The Transaction History tab shows any links associated with each transaction. Let's see how it works.



As we can see the invoice above has been paid. If we choose **Reports > Transaction History** within the transaction the details of the payment, invoice or credit note associated with the transaction is displayed. The original invoice details are still visible and the option to **Go To** the relevant transaction.

Transaction History - Invoice

Invoice Information

Customer:Jobs	Annemarie's Motor Engines		
Invoice Date	25/12/2022		
Invoice No.	12	Invoice Total	63,450.00
Memo			
Sent Date	Pending	Send Method	Email

Cancel

Help

Print

Edit Invoice

Go To

Payments, deposits of payment line items, credits, and discounts

Type	Date	Number	Amount	Invoice Balance
Payment	31/12/2022		-63,450.00	0.00

Transaction Journal – Whereas the Transaction History shows the association between transactions the **Transaction Journal** allows you to see the debits and credits behind a transaction. Also the items and accounts associated with each item. This function is really useful to where there is an issue with the accounts that may be associated with a transaction.

Customise Report

Comment on Report

Memorise

Print

E-mail

Excel

Hide Header

Refresh

Dates All

From

To

Sort By Default

Monty's Repair Shop

Transaction Journal

All Transactions

Trans no	Type	Date	Num	Name	Memo	Item	Item Description	Account	Class	Sales Price	Debit	Credit
3425	Invoice	25/12/2022	12	Annemarie's Motor Eng...				Accounts Receivable			63,450.00	
				Annemarie's Motor Eng...		Engine Rebuild (Complete)	Complete	Sales	Service	2,000.00		54,000.00
				HMRC VAT	Standard Sales	Standard Sales (Standard Sales)	Standard Sales	VAT Liability		17.5%		9,450.00
											63,450.00	63,450.00
TOTAL											63,450.00	63,450.00

These tools are useful to find the audit trail of a transaction and make corrections as required.

RETENTION INVOICE

For an invoice that requires Retention deductions to be recorded, the following would apply:

1. Create the invoice normally (choose the customer, add the date, etc).
2. Enter job charges.
3. Use the **Subtotal** item so the discount (in the next step) applies to that subtotal amount.
4. Enter the **Retention** item as shown in the screen capture displayed earlier in this text (during the discussion of the types of **Items** available in QuickBooks.)
5. Enter in any other charges that are required, i.e. materials.

Create Invoices - Accounts Receivable

Main Formatting Send Reports

Find New Save Delete Create a Copy Memorise Mark As Pending Print Email Email Later Attach File Amts Inc VAT Add Time/Costs Apply Credits Receive Payments Refund/Credit

CUSTOMER: Alex Blakey GBP CLASS: ACCOUNT: Accounts Receivable TEMPLATE: Intuit Service Invoice

Invoice

TAX DATE: 30/09/2015 INVOICE NO.: 82

INVOICE TO: Alex Blakey
Unit 345
North Quay Park
Peto Way
Lowestoft NR34 4ED

SHIP TO: Ship To 1
Alex Blakey
Unit 345
North Quay Park
Peto Way
Lowestoft NR34 4ED

P.O. NO. TERMS REP SHIP DATE: 30/09/2015 SHIP VIA FOB

QTY	ITEM	DESCRIPTION	RATE	CLASS	AMOUNT	VAT
1	Job Cost	Job Cost	1,500.00		1,500.00	S
	Subtotal	Subtotal			1,500.00	
	Retention 5%	Retention at 5% of Job Cost	-5.0%		-75.00	S

EXCHANGE RATE 1 GBP = 1 GBP

CUSTOMER MESSAGE

MEMO

CUSTOMER VAT CODE: S

TOTAL VAT: GBP 285.00

TOTAL: GBP 1,710.00

PAYMENTS APPLIED: GBP 0.00

BALANCE DUE: GBP 1,710.00

Save & Close Save & New Clear

BATCH INVOICING

If there is an invoice that needs to be sent to multiple customers, a single batch can be created by choosing from the menu bar **Customers > Create Batch Invoices**.

This is especially helpful if a client is a gym, landscape company or children nursery etc., when the same invoice gets sent out each month to many customers. Before Batch Invoicing, these invoices would need to be created one by one; now they can be created once and sent to many customers in one batch.

Batch Invoice

Step 1 of 3: Select a billing group or choose customers and click **Next**.

SEARCH

Look for in All fields

Search

Reset

☐ Search within results

Search Results

NAME	BALANCE TO...	TERMS
Bridget O'Brien	0.00	
Bryan K Tublin	0.00	
Carol Teng	0.00	
Carol Walker	0.00	
Cash Sale	0.00	
Cathy's Classics	114,536.92	2% 10 Net 30
Charlie Whitehead	0.00	
Cheng-Cheng Lok	0.00	
Christiane M Spenard	535.14	2% 10 Net 30
Christina Nystrom	0.00	
Christopher Mocko	0.00	

Select All

Clear All

BILLING GROUP

Manage Groups

What is a billing group?

CUSTOMERS IN THIS GROUP

Cathy's Classics

Christiane M Spenard

Christopher Mocko

Save Group

Add >

< Remove

Back

Next

Help

Cancel

28

1. Choose the customers to invoice (either manually or by creating a Billing Group and defining the customers in that group) and the details of the invoice. (This assumes that the invoice template, which can be selected from the drop-down Template box, has been customised to your liking. If it has not, see the section on customising a template.) Select **Next**.

Batch Invoice

Step 2 of 3: Choose the line items for the batch invoice and click **Next**.

How do I enter the terms, VAT rate, and send method?

Date31/12/2016

TemplateIntuit Product Invoice

QTY	ITEM	DESCRIPTION	U/M	RATE	CLASS	AMOUNT	VAT
4	Consultation	Consultation		100.00		400.00	S

CUSTOMER MESSAGE

TOTAL470.00

Back

Next

Help

Cancel

2. Review and select **Create Invoices**.

[illegible]

3. Once you have the invoices the way you want them, you can email, or print them.

A screenshot of a software dialog box titled "Batch Invoice Summary". The dialog has a dark grey title bar with a close button (X) in the top right corner. The main content area is white and contains the following text: "Your invoices are created. They're marked for print or email based on each customer's Preferred Send Method. How do I enter or change the Send Method?". Below this text, there are three rows of information. The first row shows "0" followed by "marked for print" and a light grey button labeled "Print". The second row shows "0" followed by "marked for email" and a light grey button labeled "Email". The third row shows "3" followed by "unmarked (you can send these later)". At the bottom right of the dialog is a blue button labeled "Close".

RECEIVING PAYMENT FOR AN INVOICE

This can be accessed from the main Home Page icon or from the menu bar **Customers > Receive Payments**.

1. Enter the payment details. When finished, select **Save & Close** or **Save & New**.

Receive Payments

Main Reports

Find New Delete Print Look up Customer/Invoice Un-Apply Payment Discounts And Credits

Customer Payment

RECEIVED FROM: Anilkumar Pillai CUSTOMER BALANCE: 536.74

AMOUNT: 536.74 DATE: 31/12/2016

PMT. METHOD: Cheque CHEQUE #: 12345

[Where does this payment go?](#)

✓	DATE	NUMBER	ORIG. AMT.	AMT. DUE	PAYMENT
✓	25/02/2016	72	536.74	536.74	536.74
Totals			536.74	536.74	536.74

AMOUNTS FOR SELECTED INVOICES

AMOUNT DUE	536.74
APPLIED	536.74
DISCOUNT AND CREDITS APPLIED	0.00

MEMO: ☐ Process credit card when saving

Save & Close Save & New Clear

- When payments have been received, they need to be deposited into a bank account. (This assumes that the Payments Preference – set by selecting **Edit > Preferences > Payments > Company Preferences** - has been set to use Undeposited Funds as the default deposit to account.) This can be accessed by the **Record Deposits** icon on the Home Page or by selecting **Banking > Make Deposits** from the menu bar. If there are any payments previously received and awaiting deposit in Undeposited Funds, this opens the **Payments to Deposit** dialogue box, which after completion opens the **Make Deposits** dialogue box. (If there were no payments waiting in Undeposited Funds, the **Make Deposits** dialogue box would have opened directly without showing the **Payments to Deposit** dialogue box.)
- In the **Payments to Deposit** dialogue box, place a checkmark next to all the transactions that are to be deposited together. By checking all the transactions, this creates one single grouped deposit, the total of which will match the total amount deposited into the bank. Select **OK**.

[illegible]

4. The **Make Deposits** dialogue box then appears. Specify the “Deposit to” account (the Bank Account or Other Current Asset Account into which the money is to be deposited). Make sure that the deposit date is correct. Then add a memo, if required. If there are any funds to deposit that are not related to sales, such as a shareholder advance, enter that information in the next vacant row(s) after the last sales-related payment. If any cash back is to reduce the total amount of this deposit, enter that information in the lower portion of the dialogue box.

Make Deposits

Previous Next Save Print Payments History Journal

Deposit To: **Current** Date: 31/12/2016 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

RECEIVED FROM	FROM ACCOUNT	MEMO	CHK NO.	PMT METH.	CLASS	AMOUNT
Cash Sale	Undeposited Funds			Cash		34.02
Cash Sale	Undeposited Funds			Cash		94.00
Anilkumar Pillai	Undeposited Funds		12345	Cheque		536.74

Deposit Subtotal 664.76

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 664.76

Save & Close Save & New Clear

5. Once you select **Save & Close** or **Save & New**, the deposit will now be reflected in the specified Bank or Other Current Asset Account.

RECORDING DAILY SALES

Sales Receipts can be used to record total daily sales or to record individual sales that do not have an invoice raised against them and which therefore do not affect Accounts Receivable. This can be accessed by the **Sales Receipt** icon on the Home Page or by selecting **Customers > Sales Receipts** from the menu bar.

Enter sales information in the same way an invoice was recorded. As the funds are being received at the time of sale, there are no terms or due date. Also, if a Sales Receipt is being used to record total daily sales, because Sales Receipts must have a customer associated with them, create and use a customer named something like "Total Daily Sales."

NOTE: If you wish to label different days of the week differently, you could use the day of the week as the customer name. Any Monday's total sales would be recorded on a Sales Receipt for the customer "Monday" and so on.

Sales Receipt

Customer: Job
Monday

Tax Date: 08/03/2012 Sale No.: 106

Item	Description	Qty	U/M	Rate	VAT	Amount
Coffees				1,000.00	S	1,000.00
Cakes				0.00	S	679.90
				Total VAT		166.67
				Total		1,000.00

Customer Message:

To be printed: ☒ To be e-mailed: ☐
 Amounts include VAT: ☒

Memo:

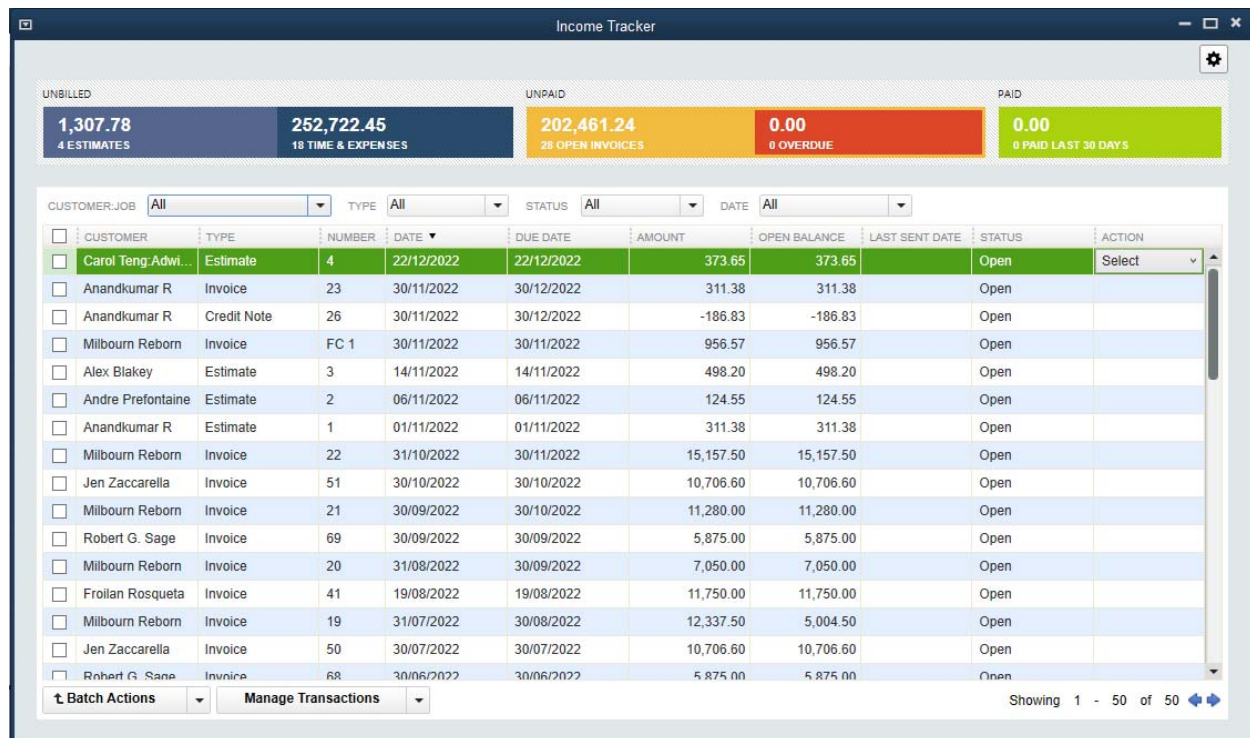
Add Time/Costs... Process credit card payment when saving

Save & Close Save & New Clear

This would then be recorded as a deposit into the appropriate bank account.

NOTE: If you wish to record the various tender methods (cash, cheques, Visa, MasterCard, etc.), create separate Payment items, each linked to Undeposited Funds, to reflect each of these methods. By adding a row to reflect the amount of each payment method's monies collected, one could reduce the total amount of the Sales Receipt to zero. Then use the Make Deposits window to put the funds into the bank account(s) and/or into the cash register till, if any of the monies are required to add to the float.

INCOME TRACKER



The **Income Tracker** provides a clear and colourful dashboard to enable you or your clients to track unbilled costs (estimates & unbilled expenses), unpaid sales invoices and paid invoices and sales receipts. It is accessed at **Customer > Income Tracker**.

The **Action** feature will allow you to choose billables from unbilled expenses and create invoices – these can be selected individually or sorted by Customer, Type, Number, Date, Due date, Amount, Open Balance, Last Sent Date or Status.

Batch Actions – gives the flexibility to print invoices, sales receipts and Credit Notes/Refunds using **Batch Print** or create an email campaign for those you have not accepted their estimate or whose invoice is overdue.

Each of the bright coloured totals at the top of the dashboard are drillable and will filter the list to represent the amount displayed.

Note: The Income Tracker isn't available if multicurrency is turned on.

Important: When a company file is set up, only the QuickBooks Administrator has access to the Income Tracker. If another user needs access, the administrator must edit that user's role to include full access to the Sales and Account Receivable area, or full access to all areas of QuickBooks.

SUPPLIER PROCESSES

Suppliers can be

set up in the initial setup process, although new ones can be created “on the fly” as purchase transactions such as bills are recorded, just by entering a new supplier name in the Supplier field.

Supplier invoices (referred to as Bills in QuickBooks, to differentiate them from sales invoices) are entered by selecting the **Enter Bills** icon on the Home Page or **Suppliers > Enter Bills** from the menu bar. The **Enter Bills** dialogue box opens.

Enter Bills

Main Reports

Find New Save Delete Create a Copy Memorise Print Amts Inc VAT Select PO Enter Time Clear Splits Recalculate Pay Bill

Bill Credit Bill Received

Bill

SUPPLIER: BurcAC DATE: 31/12/2016

ADDRESS: BurcAC Windsor Berks SL3 6BW. REF. NO. AMOUNT DUE: 0.00

TERMS: BILL DUE: 10/01/2017 CLASS: MEMO:

Expenses €0.00 Items €0.00

ITEM	DESCRIPTION	QTY	U/M	COST	TAX	AMOUNT	CUSTOMER JOB	BILL	CLASS
------	-------------	-----	-----	------	-----	--------	--------------	------	-------

Receive All Show PO

TOTAL VAT 0.00 Edit

Save & Close Save & New Clear

1. Enter the bill details, either by filling in the fields in the **Expenses** tab or the **Items** tab, or both.

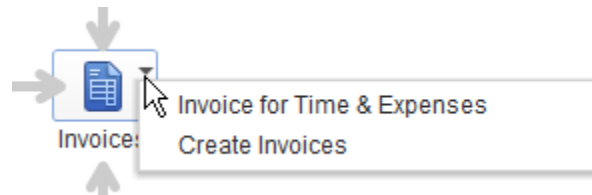
NOTE: Enter the pre-VAT amount in the **Amount** column in the body of the bill (and *not* in the **Amount Due** box in the header portion of the form); the Amount Due will populate itself based on the information entered in the **Amount** column and the **VAT** code. If using the **Expenses** tab, assign the pre-VAT expense to an **Account**, where it will be posted to in the Chart of Accounts. If you are using the **Items** tab, select the appropriate **Item** and **Quantity**, and the pre-VAT per unit purchase **Cost**. Select the appropriate **VAT** code, and the VAT amount will be automatically calculated and will populate the **Total VAT** field in the bottom right corner of the **Enter Bills** window. Use as many rows as necessary in the **Expenses** tab (for different accounts), the **Items** tab (for different items), or both. The screen capture below depicts a simple example in which only the Expenses tab is used, and in that tab, there is only one row. If necessary (for example, the amount of off due to rounding), adjust the VAT amount in the **Total VAT** field.

2. Expenses can be applied to a customer or job for reporting purposes and also billed back to the customer if applicable.

CUSTOMER:JOB	BILLABLE?
Carol Teng	<input checked="" type="checkbox"/>

- These can then be added to the customer invoice by choosing to create an **Invoice for Time & Expenses**. Create an invoice for time & expenses by **selecting Customers > Invoice for Time & Expenses** or by selecting this option from the drop-down box next to the Invoice icon on the Home page.

(This assumes that the Invoice for Time & Expenses Preference – set by selecting **Edit > Preferences > Time & Expenses > Company Preferences > Create invoices from a list of time & expenses** is in place.)



- Select your date range and then place a checkmark next to each Customer or Job for whom you wish to create an invoice from time & expenses. Select **Create Invoice**. If required, place a checkmark at the bottom of the dialogue box next to **Let me select specific billables for this Customer:Job**.

Invoice for Time & Expenses

Select the **Date Range** and **Template**. Then select **Customer:Jobs** to invoice. Click **Create Invoice** or **Next Step**.

Date Range From: To: 31/12/2016 Template: Intuit Product Invoice

✓	CUSTOMER:JOB	TIME	EXPENSES	MILEAGE	ITEMS	TOTAL
	Adwin Ko	3,880.00	0.00	0.00	0.00	3,880.00
	Alex Blakey	7,671.25	0.00	0.00	0.00	7,671.25
	Anandkumar R	3,975.00	0.00	0.00	0.00	3,975.00
	Andre Prefontaine	8,977.00	0.00	0.00	0.00	8,977.00
	Anilkumar Pillai	2,496.75	0.00	0.00	0.00	2,496.75
	Annie M Ma	477.00	0.00	0.00	0.00	477.00
	Benjamin W Yeung	9,885.00	0.00	0.00	0.00	9,885.00
	Brad's Fleet	1,921.64	0.00	0.00	0.00	1,921.64
	Brad's Fleet:Adam Saraceno	5,639.20	0.00	0.00	0.00	5,639.20
	Brad's Fleet:Andrew Kok	2,952.00	0.00	0.00	0.00	2,952.00
	Brad's Fleet:Brenda Robison	17,500.00	0.00	0.00	0.00	17,500.00
	Brad's Fleet:Bridget O'Brien	2,025.00	0.00	0.00	0.00	2,025.00
	Brad's Fleet:Bryan K Tublin	1,060.00	0.00	0.00	0.00	1,060.00
✓	Carol Teng	8,000.00	0.00	0.00	0.00	8,000.00
	Carol Walker	115.80	0.00	0.00	0.00	115.80
	Cathy's Classics	65,200.00	0.00	0.00	0.00	65,200.00
	Clement Nappoly	57.90	0.00	0.00	0.00	57.90

☐ Let me select specific billables for this Customer:Job

This will automatically create the invoice(s) and additional items can then be added to each invoice.

Create Invoices

Main Formatting Send Reports

Find New Save Delete Create a Copy Memorise Mark As Pending Print Email Email Later Amts Inc VAT Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER_JOB: Carol Teng CLASS: TEMPLATE: Intuit Product Invoice

Invoice

Tax Date: 31/12/2016 Invoice To: Carol Teng Herts AL9 9ZN Ship To: Ship To 1
Invoice No: 91

P.O. No. Terms Rep Ship Date: 31/12/2016 Ship Via FOB

QTY	ITEM	DESCRIPTION	U/M	RATE	CLASS	AMOUNT	VAT
3	Vintage Restoration			500.00		1,500.00	S
4	Vintage Restoration			500.00		2,000.00	S
2	Vintage Restoration			500.00		1,000.00	S
1	Vintage Restoration			500.00		500.00	S

CUSTOMER MESSAGE

MEMO

TOTAL VAT: 1,575.00 Edit
TOTAL: 10,575.00
PAYMENTS APPLIED: 0.00
BALANCE DUE: 10,575.00

Save & Close Save & New Clear

To Pay Supplier Bills

Use the **Pay Bills** icon from the Home Page or select **Suppliers > Pay Bills** from the menu bar. This will open the **Pay Bills** dialogue box. If desired, filter the list for a particular supplier. Select how to sort the bills to be paid. In the screen capture below, they are sorted by supplier so that all bills for the same supplier are listed together.

Pay Bills

SELECT BILLS TO BE PAID

Show bills ☐ Due on or before 10/01/2017 ☒ Show all bills

Filter By

Sort By

<input checked="" type="checkbox"/>	DATE DUE	SUPPLIER	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	21/02/2016	Brakes by Hickey	984444		3,035.04	0.00	0.00	3,035.04
<input checked="" type="checkbox"/>	02/10/2016	Brakes by Hickey	24152		15,175.18	0.00	0.00	14,000.00
<input checked="" type="checkbox"/>	10/01/2017	Brittney Ringme	987987		2.35	0.00	0.00	0.00
<input type="checkbox"/>	06/02/2016	BurcAC	234244		7,133.90	0.00	0.00	0.00
<input type="checkbox"/>	07/03/2016	Howell Drivelines	244		856.03	0.00	0.00	0.00
<input checked="" type="checkbox"/>	17/10/2016	Howell Drivelines	234223		5,136.21	0.00	0.00	5,136.21
<input type="checkbox"/>	10/01/2017	John's Place	987987		1,175.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	12/02/2016	Khoo Transmission	44424		1,565.15	0.00	0.00	1,565.15
Totals					74,729.90	0.00	0.00	23,736.40

Clear Selections

CREDIT INFORMATION FOR HIGHLIGHTED BILL

Supplier **Brittney Ringme** Terms Number of Credits **0**

Bill Ref. No. **987987** Sugg. Discount **0.00** Total Credits Available **0.00**

Go to Bill Set Discount Set Credits

PAYMENT

Date Method ☒ To be printed ☐ Assign cheque no.

Account Ending Balance **61,513.80**

Pay Selected Bills Cancel

Bills to be paid are indicated with a checkmark in the far left column, and if the amount to be paid for a particular bill is different from the Amount Due, enter the actual amount to pay in the far right column for that bill. Payment details are recorded at the bottom of the screen.

NOTE: Users have the option of using pre-printed cheques. Alternatively, they can record their own manual cheque number or choose a different payment method such as **Cash**, **Online Banking**, or **Visa** or create a new payment method.

RECORDING PAYMENTS

Use **Write Cheques** to record transactions such as petty cash transactions, bank charges, direct debits, standing orders, loan repayments and payment of credit card balances. To flag the cheque as a direct debit, enter **DD** in the **Cheque Number** field and for standing orders enter **SO**.

This can also be used to transfer money between two bank accounts (although if the **Multiple Currencies** preference is turned on, it is preferable to use **Banking > Transfer Funds**). When using the **Write Cheques** window to record the transfer of money between two accounts, enter the name of the bank account into which the money is being transferred under **Account** in the **Expenses** tab. The cheque number can be marked as **TRF** for transfer. The **Write Cheques** dialogue box can be accessed from the **Write Cheques** icon on the Home Page or alternatively from the menu bar **Banking > Write Cheques**.

Write Cheques - Current

Main Reports

Find New Save Delete Create a Copy Memorise Print Print Later Amts Inc VAT Select PO Enter Time

BANK ACCOUNT **Current** ENDING BALANCE **84,250.20**

NO. TO PRINT
DATE **31/12/2016**
€ **1,000.00**
One thousand, and 00/100* ***** Canadian Dollar

PAY TO THE ORDER OF
ADDRESS
MEMO
CLASS

Expenses €1,000.00 **Items** €0.00

ACCOUNT	VAT	AMOUNT	MEMO	CUSTOMER:J...	BILL...	CLASS
Savings		1,000.00				

TOTAL VAT 0.00 Edit

Save & Close Save & New Revert

As with supplier bills, payments entered in the **Write Cheques** window can also be assigned and recorded as billable to a customer.

If this transaction is a direct debit or standing order, this transaction can be memorised so that it is entered automatically in the future on a set schedule, or simply so that it resides in the **Memorised Transaction List** for easy access at any time with no automated schedule.

1. Fill in the cheque as usual. With the cheque still open (or if it has been recorded already, open the cheque again), go to **Edit** in the menu bar and select **Memorise Cheque**. Alternatively, select **Memorise** at the top of the cheque in the **Main** tab.
2. Enter a name you wish to give to the memorised transaction (for listing in the **Memorised Transaction List**) and fill in the details. Choose **Automate Transaction Entry** for it to be entered automatically or select **Add to my Reminders List** if it is not to be automatically entered. This is useful for regular payments that are a variable amount. Enter the frequency of payment and the amount, as well as the next date it is to be entered automatically (if that is what you have chosen), the number remaining, if known (for example, in the case of 36-month auto leases), and the number of days in advance of the next automatic date, if you wish to post-date these automatic entries.

Memorise Transaction

Name Telephone

☐ Add to my Reminders List

☐ Do Not Remind Me

☒ Automate Transaction Entry

☐ Add to Group

How Often Monthly

Next Date 15/01/2017

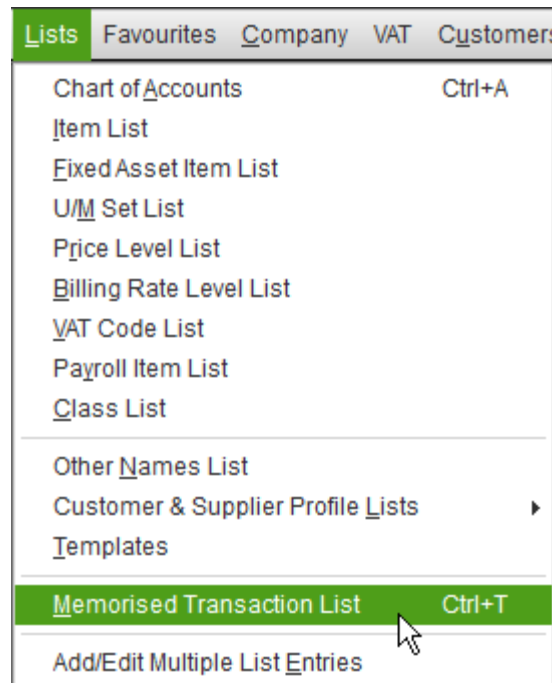
Number Remaining 12

Days In Advance To Enter 10

Group Name <None>

OK Cancel

If this payment has been added to the **Memorised Transaction List**, these can be viewed and recorded from the menu bar **Lists > Memorised Transaction List**.



Memorised Transaction List						
TRANSACTION N...	TYPE	SO...	AMOUNT	F...	AUTO	NEXT DATE
♦ Brakes by Hickey	Purchase Order	Purc...	3,035.04 N...			
♦ Howell Drivelines	Purchase Order	Purc...	856.03 N...			
♦ Khoo Transmission	Purchase Order	Purc...	1,565.15 N...			
♦ Sanjeev Electronics	Purchase Order	Purc...	4,958.04 N...			
♦ AC Job	Estimate	Esti...	493.50 N...			
♦ Body work	Estimate	Esti...	1,086.82 N...			
♦ brakes	Estimate	Esti...	230.18 N...			
♦ Driveline	Estimate	Esti...	1,572.09 N...			
♦ transmission	Estimate	Esti...	1,420.52 N...			
♦ visa pmt	Transfer	Curr...	2,500.00 N...			

STOCK

Please note this option will only be available if the Stock function is switched on. If it isn't, this can be changed from the menu bar **Edit > Preferences > Items & Stock > Company Preferences > Stock and purchase orders are active**.

When setting up items you wish to track in stock, they must be recorded as Stock Part items (or Stock Assembly items).

TYPE
 Stock Part Use for goods you purchase, track as stock, and resell.

Item Name/Number ☐ Subitem of **Manufacturer's Part Number**

UNIT OF MEASURE
 U/M Set

PURCHASE INFORMATION
 Description on Purchase Transactions
 Cost
 Purch VAT Code
 COGS Account
 Preferred Supplier

SALES INFORMATION
 Description on Sales Transactions
 Sales Price Markup
 Sales VAT Code
 Income Account

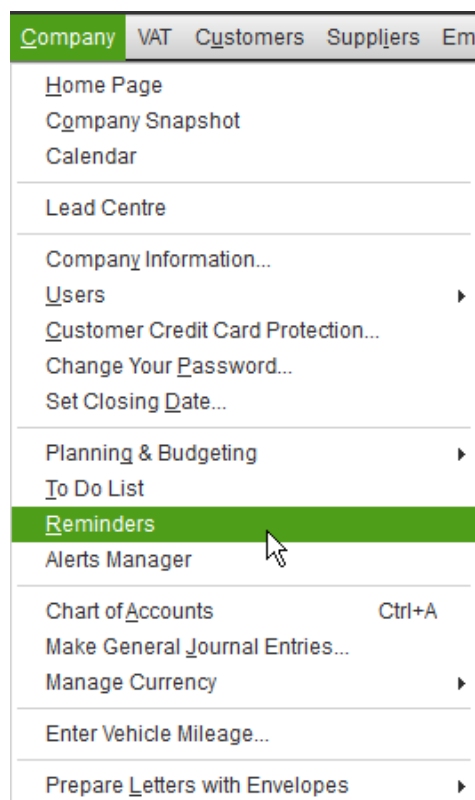
STOCK INFORMATION
 Asset Account Reorder Point On Hand Total Value As of

☐ Item is inactive
☐ Amt's Inc VAT

1. Enter the **Item Name/Number**, **Description**, and in the **Purchase Information** section, enter the Net **Cost** price to the company and the **VAT code**. If the purchase price includes VAT, then ensure the **Amts Inc VAT** box is checked before entering the amount. A preferred supplier can be entered, if applicable.
2. In the **Sales Information** section, enter the unit selling **Price**, the **VAT Code** and the **Income Account** against which it is to be posted in the Chart of Accounts.

3. In the **Stock Information** section at the bottom of the window, enter the quantity of this particular stock item **On Hand** as of the date you started using QuickBooks, as well as the **Reorder Point**. The Reorder Point is the moment that QuickBooks will set a reminder to order more. Reminders appear when selecting **Company > Reminders** in the menu bar, and if they are set (by selecting **Edit > Preferences > Reminders > My Preferences**) to appear automatically when opening the Company file.

NOTE: Do not enter the On Hand quantity after the initial QuickBooks setup. If the company file has already been set up properly as of a certain date, any new items being used would start off with an On Hand quantity of zero. Any non-zero quantities of this item would be the result of transactions such as supplier bills (buying or increasing the quantity) and customer invoices (selling or decreasing the quantity).



The Item List will now have two additional columns: **Total Quantity On Hand** and **On Sales Order** (the **On Sales Order** quantity will appear only if Sales Orders have been enabled by selecting **Edit > Preferences > Sales & Customer > Company Preferences > Enable Sales Orders**).

Item List							
Look for		in	All fields	Search	Reset	Search within results	
NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL QUANTITY ON HAND	ON SALES ORDER	PRICE	VAT CODE
◆ Vintage Restoration	Complete	Service	Sales			500.00	S
◆ Air Conditioning		Stock Part	Sales	0		0.00	O
◆ 120Y	A/C Condenser	Stock Part	Sales	37	0	190.00	S
◆ K1212	A/C Clutch Cycling Pressure Switch	Stock Part	Sales	44	0	18.00	S
◆ Body		Stock Part	Sales	0		0.00	O
◆ 12459Y	Door Handle, Front LH Outer (Chrome)	Stock Part	Sales	0	0	59.95	S
◆ 1278Y	Door Handle, Rear RH Outer (Chrome)	Stock Part	Sales	0	0	59.95	S

When a sales transaction such as an Invoice or Sales Receipt is recorded, the quantity that is sold will automatically and immediately reduce the figure **Total Quantity On Hand**. When a purchase transaction such as a Bill using the Items tab is recorded, that quantity purchased will automatically and immediately increase the figure **Total Quantity On Hand**.

ORDERING STOCK

1. Enter either a Bill, or generate a purchase order. A Purchase Order is a non-posting transaction, and stock levels within QuickBooks won't change as a result of a purchase order until it is recorded that the items have been received.

Create Purchase Orders

SUPPLIER: **Brakes by Hickey** CLASS: **Domestic** DROP SHIP TO: **Domestic** TEMPLATE: **Custom Purchas...**

Purchase Order

Tax Date: 27/12/2016 Supplier: Brakes by Hickey Unit 30 Dry Drayton Ind. Cambridge CB3 9AT Ship To: Roving Auto Parts Pro 321 Abbey Lane Gravesend, Kent BT46 5JA

ITEM	DESCRIPTION	QTY	U/M	RATE	CUSTOMER	VAT	CLASS	AMOUNT	RCVD	CLSD
Brakes:19D	F/Brake Pad Set PG+ (Ceramic) 345/60mm	30		42.82		S	Domestic	1,284.60	0	
Brakes:212Db	Front Brake Disc (345mm Dia.)	25		35.68		S	Domestic	892.00	0	
Brakes:54Da	Fitting & Spring Kit, R/Park Brake Shoes	19		21.39		S	Domestic	406.41	0	

TOTAL VAT: 452.03 View

TOTAL: 3,035.04

SUPPLIER MESSAGE:

MEMO:

Save & Close Save & New Revert

2. When the items are to be recorded as received (either with the Bill or without it, using an Item Receipt), a prompt appears that there is an open Purchase Order against that supplier.
3. Select **Yes** and then put a checkmark in the left hand column next to the open Purchase Order in the list. The details of the purchase order will populate the Bill or Item Receipt and can be altered if only part of the stock has arrived.

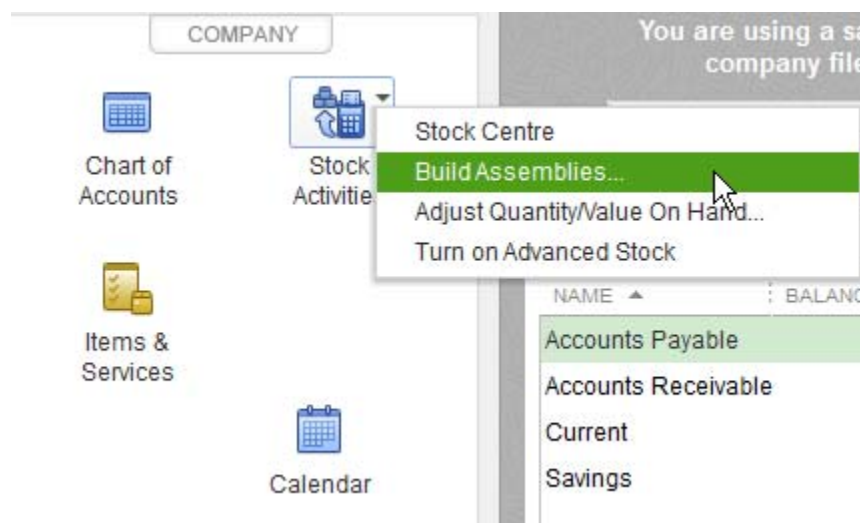
NOTE: If a Purchase Order is not being used, enter a Bill and make sure that the **Items** tab is selected (and not the **Expenses** tab).

The **Total Quantity on Hand** in the **Items** list will now automatically change to reflect a Bill or Item Receipt.

STOCK ASSEMBLY BUILDS

After a stock assembly item has been created, the way to add assembly items to stock is by "building" them. When an assembly build has been performed, the assembly's components are deducted from stock and the quantity of assembly items is increased accordingly.

1. From the Company section of the Home Page, click on the **Stock Activities** icon > **Build Assemblies**. Alternatively, select **Suppliers > Stock Activities > Build Assemblies** from the menu bar.



- The **Build Assembly** dialogue box appears. By entering the Assembly item to be built, the components needed to build the item will appear with stock levels on hand. Based on this, QuickBooks calculates the maximum number that can be built.

Build Assemblies

Previous Next Print Preview Print Customise Attach

ASSEMBLY ITEM: Drivetrain1 Date: 31/12/2016 Build Ref. No.: 1

Build Assembly TEMPLATE: Custom Build Assembly

QUANTITY ON HAND: 0 Build Point: 0
 QUANTITY RESERVED FOR OTHER ASSEMBLIES: 0
 QUANTITY AVAILABLE: 0

Components Needed to Build Drivetrain1

ITEM	DESCRIPTION	TYPE	PER ITEM QTY	QTY ON HAND	QTY NEEDED
Drivetrain:12124Y	Universal Joint, Prop-Shaft (178)	Stock P...	1	5	3
Drivetrain:1258Y	Front Drive Shaft Assembly	Stock P...	1	5	3
Drivetrain:1259Y	Rear Axle Shaft	Stock P...	1	5	3

Maximum number you can build from the quantity on hand: 5

QUANTITY TO BUILD: 3

☐ To be printed

MEMO: Build Drivetrain1 in advance of expected orders

Build & Close Build & New Clear

This is now reflected in the Item List.

NOTE: It is important to buy and sell the same item. In this way, QuickBooks can keep stock levels accurate for each stock item.

ADJUSTING STOCK QUANTITY ON HAND

Although QuickBooks automatically adjusts the stock quantities after every purchase and sale (and assembly), stock quantities may need to be adjusted manually from time to time. This may be due to fire, theft, breakage or stock assembly items that have been disassembled.

When a quantity is adjusted, QuickBooks assumes that the average cost of the item remains the same and adjusts the value accordingly. For example, if the average cost is £10 and the quantity is reduced by 2, QuickBooks reduces the value of the items on hand by £20.

Adjusting stock levels can be accessed by from the **Home Page** by selecting the **Stock Activities** icon > **Adjust Quantity/Value On Hand**. Alternatively, access this feature from the menu bar by selecting **Suppliers > Stock Activities > Adjust Quantity/Value On Hand**. This opens the **Adjust Quantity** dialogue box.

1. Either the Quantity, Total Value or both Quantity and Value can be adjusted here. Please note that for the Adjustment Account, an income or expense account will required to post the adjustment. For example, stock losses would be posted to an Expense account, while stock gains would be posted to an Income account. Another example would be that stock value losses would be posted to an Expense account such as **Stock Write Off**. Enter the date of the adjustment; this will ensure that the Quantity on Hand (and the value) shown will be as of that date.
2. If it is required, select **Find & Select Items** (or alternatively, simply type the name of the first item to be adjusted in the first row in the Item column.) This opens up a dialogue box where stock items can be selected by putting a checkmark next to them. Then select **Add Selected Items** to return to the **Adjust Quantity/Value on Hand** dialogue box.

Previous Next

Adjustment Type: Quantity

Adjustment Date: 31/12/2016

Adjustment Account: Stock Losses

Reference No: 1

Customer Job:

Class:

Find & Select Items...

Find & Select Items

Find and select the stock items you want to adjust. Items will be added to the end of the list.

Find: In All Fields Search Reset

ITEM	TYPE	DESCRIPTION	QTY ON HAND
<input checked="" type="checkbox"/> Air Conditioning	Stock Part		0
<input checked="" type="checkbox"/> Air Conditioning 120Y	Stock Part	A/C Condenser	37
<input checked="" type="checkbox"/> Air Conditioning K1212	Stock Part	A/C Clutch Cycling Pressure Switch	44
<input checked="" type="checkbox"/> Body	Stock Part		0
<input checked="" type="checkbox"/> Body 12459Y	Stock Part	Door Handle, Front LH Outer (Chr...	0
<input checked="" type="checkbox"/> Body 1272Y	Stock Part	Door Handle, Rear RH Outer (Chr...	0
<input checked="" type="checkbox"/> Body 174Y	Stock Part	Front RH Wing OE	0
<input checked="" type="checkbox"/> Body 192Y	Stock Part	Rear Bumper Bar (Chrome) With ...	0
<input checked="" type="checkbox"/> Brakes	Stock Part		0
<input checked="" type="checkbox"/> Brakes 190	Stock Part	F/Brake Pad Set PG+ (Ceramic) ...	171
<input checked="" type="checkbox"/> Brakes 2120b	Stock Part	Front Brake Disc (345mm Dia.)	141

2 Items Selected

Select All Clear All Include inactive Add Selected Items Cancel

Memo

ITEM INFO AFTER ADJUSTMENT

Quantity on Hand

Avg Cost per Item

Value

Total Value of Adjustment: 0.00

Number of Item Adjustments: 0

Save & Close Save & New Clear

3. Enter the adjustment details for each item as necessary in the next screen. Then click on **Save & Close** or **Save & New**.

[illegible]

4. QuickBooks also allows the user to print a Physical Stock Worksheet to compare a manual stock take with the information recorded within QuickBooks. This can be accessed from the main menu bar by selecting **Suppliers > Stock Activities > Physical Stock Worksheet**.

Physical Stock Worksheet					
Customise Report		Memorise	Print	E-mail	Excel
			Hide Header	Refresh	Default
6:07 PM					
31/12/16					
Roving Auto Parts Pro					
Physical Stock Worksheet					
31 December 2016					
Item	Description	Preferred Supplier	Quantity On Hand	Physical Count	
Air Conditioning			0		
Air Conditioning:...	A/C Condenser		37		
Air Conditioning:...	A/C Clutch Cycling Pressure ...		44		
Body			0		
Body:12459Y	Door Handle, Front LH Outer ...		0		
Body:1272Y	Door Handle, Rear RH Outer ...		0		
Body:174Y	Front RH Wing OE		0		
Body:192Y	Rear Bumper Bar (Chrome) W...		0		
Brakes			0		
Brakes:19D	F/Brake Pad Set PG+ (Ceram...		159		
Brakes:212Db	Front Brake Disc (345mm Dia.)		130		
Brakes:54Da	Fitting & Spring Kit, R/Park Br...		102		
Drivetrain			0		
Drivetrain:12124Y	Universal Joint, Prop-Shaft (1...		5		
Drivetrain:1258Y	Front Drive Shaft Assembly		5		
Drivetrain:1259Y	Rear Axle Shaft		5		
Electrical			0		
Electrical:1459Y	Window Switch Master (Fron...		172		
Electrical:1512Y	ABS Sensor, Front LH or RH...		52		
Electrical:21Y	Starter Mtr (G/Reduct. 7.3L) ...		40		
Electrical:25D	Rear Window Regulator & Mo...		58		
Gearbox			0		
Gearbox:151Y	Gearbox Selector Cable (5.4...		21		
Gearbox:745YA	Gearbox Master Overhaul Kit		14		
Gearbox:75YA	Gearbox Master Overhaul Kit		38		
Widget	Widget		2		
Drivetrain1	Drivetrain		0		

VAT

As we saw earlier, QuickBooks keeps track of VAT owed on sales, and VAT that can be reclaimed on purchases. VAT details can be accessed from the **Manage VAT** icon on the Home Page or from the menu bar by selecting **VAT > Manage VAT**.

Manage VAT

VAT Accounts and Payments
Click the Pay Now icon, or View to make payments and see VAT reports.

Show balances as of: ☒ Today ☐ End of last period

AGENCY	ACCOUNTS	AMOUNT	AS OF	PAY NOW	SUMMARY REPORT	DETAIL REPORT	EXCEPTION REPORT
HMRC VAT	VAT Liability	0.00	03/10/2015		View	View	View

VAT Codes and Rates
Click a VAT code in the table below to view its VAT rates. Click Change VAT Setup to make changes.

VAT Codes

CODE	DESCRIPTION
E	Exempt
EGS	EC Goods Standard (20.0%)
EGZ	EC Goods Zero-Rated (0%)
ESS	EC Services Standard
ESZ	EC Services Zero-Rated
N	Not Registered
R	Reduced (5%)
RC	Reverse Charge (Carousel/MTIC)
S	Standard (20.0%)
Z	Zero-Rated (0%)
O	Outside the Scope of VAT

VAT Sales Items

NAME	VAT RATE
Standard Sales	20.00

VAT Purchase Items

NAME	VAT RATE
Standard Purchases	20.00

Your VAT 100 (UK) Return

Box	DESCRIPTION
1	VAT due on sales and other output
2	VAT due on acquisitions from other
3	Total output VAT due
4	VAT reclaimed on purchases
5	Net VAT to pay (or reclaim)
6	Total net value of sales
6	Total net value of EC sales of goods
6	Total net value of EC purchases of goods
6	Total net value of Reverse Charge
7	Total net value of purchases
8	Total net value of supplies to other

VAT Adjustments
Change the VAT you owe:

[Make interim VAT payments](#)
[Claim bad debt relief](#)
[Adjust for change in use of capital goods](#)
[Claim VAT paid before registration](#)
[How to adjust your VAT Return for Fuel Scale Charges](#)
[Make other adjustments](#)

[Adjust VAT Owing](#)

VAT Setup
Make changes to your VAT codes and corresponding VAT rates:

[Change VAT Setup](#)

View and edit VAT codes for Items, Suppliers, and Customers:

[Assign VAT Codes](#)

Common questions:

[Why is there a negative rate in the EC and RC codes?](#)
[How do I change my VAT scheme?](#)
[How do I change my Flat Rate VAT percentage?](#)

Filing VAT

To File VAT go to **VAT > File VAT**, the VAT 100 report will be produced. Check that the period covered is correct and the numbers are correct. It is possible to click on each amount or balance to see the transactions behind the total.

File VAT

VAT Agency: **HMRC VAT** Dates: Last VAT Quarter
 From: 01/07/2016 To: 30/09/2016

Your Calculated VAT Return

VAT DESCRIPTION	BOX	AMOUNT	BALANCE
VAT due on sales and other outputs	1	125,087....	
VAT due on acquisitions from other EC Member States	2	0.00	
Total output VAT due	3		125,087....
VAT reclaimed on purchases	4	77,956.07	
Net VAT to pay (or reclaim)	5		47,131.52
Total net value of sales	6	714,797....	
Total net value of purchases	7	445,674....	
Total net value of supplies to other EC Member States	8	0.00	
Total net value of acquisitions from other EC Member States	9	0.00	

Adjust Return
Print Return

✔ Your VAT return is ready to file

Amount you owe in VAT How is this calculated? 47,131.52 **File Return**

Help with this screen **Cancel**

VAT adjustments can be made to each of the boxes on the return by selecting the box to be adjusted and then selecting 'Adjust Return', this will open up the dialogue box 'VAT adjustment'

VAT Adjustment

Adjustment Date: **31/12/2016**

Entry No.: **GJ 2** Class:

VAT Agency:

VAT Item:

VAT Line:

VAT Account: What account should I pick?

Adjustment Account:

Amount: ☒ Increase VAT line
☐ Decrease VAT line

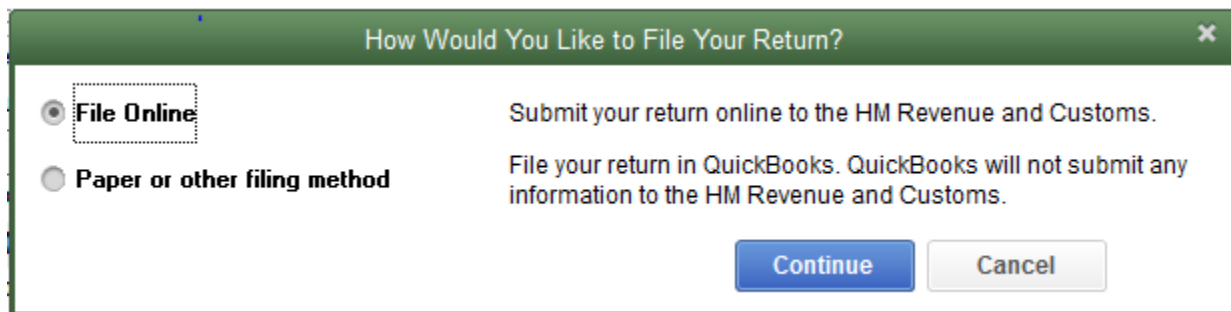
Memo: **VAT Adjustment**

OK **Cancel** **Help**

Select the adjustment account for the VAT adjustment, select the amount and whether it should be an increase or decrease in the value. Enter the memo and then OK to save.

If there are no issues QuickBooks will state that your VAT is ready to file. If there are issues with your VAT QuickBooks will indicate the amount of the discrepancies and guide you through the process of resolving this ready for filing.

Then to file a VAT return in QuickBooks, choose **File Return**. Choose to file the VAT online & you will be prompted to enter your HMRC credentials and QuickBooks will connect to HMRC & file the return online from within QuickBooks. If you wish to file on the HMRC site directly then select '**Paper or other filing method**' and enter figures manually. Then press **continue**.

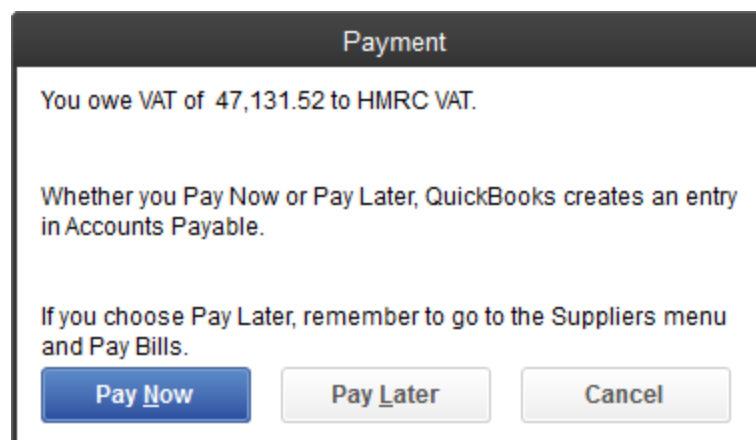


If a refund from HMRC is due, completing the return will cause QuickBooks to create an invoice automatically for the refund amount. When the money is received from HMRC, this is recorded as any customer payment is via the **Receive Payment** icon.

If there is an amount owing, QuickBooks creates a bill (with HMRC VAT as the supplier). This can then be recorded to pay the bill right away or later on.

Press **Pay Now** or **Pay Later** to see the final confirmation message that the transactions in QuickBooks are being filed.

If the **Pay Later** option has been selected, record the eventual payment made by using the **Pay Bills** function.



QuickBooks then closes the period covered by the return. If anyone attempts to edit a transaction from that closed period, they will be notified. The administrator can still make changes, and the difference will be accounted for in the next VAT return.

