Intuit[®] Academy

Customer and Supplier Processes



Copyright

Copyright 2012 Intuit Ltd. All rights reserved.

Intuit Limited Statesman House Stafferton Way Maidenhead Berkshire, SL6 1AD England

Intuit Limited is a company registered in England and Wales with company number 2679414 VAT No: GB 570 145 265

Trademarks

©2012 Intuit Inc. All rights reserved. Intuit, the Intuit logo, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

The publications distributed by Intuit, Inc. are intended to assist accounting professionals in their practices by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit, Inc. does not render any accounting, legal, or other professional advice nor does it have any responsibility for updating or revising any information presented herein. Intuit, Inc. cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

TABLE OF CONTENTS

Customer and Supplier Processes	2
Types of Items	3
Invoicing	7
CIS Invoice	10
Batch Invoicing	11
Receiving Payment for an Invoice	15
Recording Daily Sales	18
Supplier Processes	19
To Pay Supplier Invoices	22
Recording Payments	23
Stock	25
Ordering Stock	27
Stock Assembly Builds	28
Adjusting Stock Quantity On Hand	30
VAT	32

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 will be set up from the initial set up process. 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.

Before creating an invoice or sales receipt Items and Services need to be set up. These can be done via the **Item and Service** icon on the main page alternatively from the tool bar **Lists** > **Item List**. This opens the **Item List dialogue** box.

- 	a	~	.	8		828	(?)	8	4	<u>8</u>	1			
	Snapshots Customers S			Online Banking	Reports	Live Community		Feedback		Add Payroll Cred				
Look for	in All fields	•	Search	Reset [Search wi	thin results					na de la composita de la compo En la composita de la composita			
Name	Description									Type	Account	On Sales Order	U/M	Price
Consultation										Service	Consultancy			25.
Labour										Service	Labour Charges		hour (hr)	10.
Linen										Non-stock Part	Linen		square	2.
EC Purch Goods Standard	EC Purch of Goods Standard									VAT Item	2550 · VAT Liability			-20.0
	EC Purch of Goods Zero-Rate									VAT Item	2550 · VAT Liability			0.0
	EC Purch of Services Standar									VAT Item	2550 · VAT Liability			-20.0
EC Purch Services Zero-Rated	EC Purch of Services Zero-Ra	ated								VAT Item	2550 · VAT Liability			0.0
EC RC Sales Services	EC RC Sales Services									VAT Item	2550 · VAT Liability			0.0
EC Sales Goods Standard	EC Sales of Goods Standard									VAT Item	2550 · VAT Liability			0.0
EC Sales Services Standard	EC Sales of Services Standar	d								VAT Item	2550 · VAT Liability			0.0
	Exempt Purchases									VAT Item	2550 · VAT Liability			0.0
Exempt Sales	Exempt Sales									VAT Item	2550 · VAT Liability			0.0
Not Registered Purchases	Not Registered Purchases									VAT Item	2550 · VAT Liability			0.0
Not Registered Sales	Not Registered Sales									VAT Item	2550 · VAT Liability			0.0
Reduced Purchases	Reduced Purchases									VAT Item	2550 · VAT Liability			5.0
Reduced Sales	Reduced Sales									VAT Item	2550 · VAT Liability			5.0
Reverse Charge Purch Standard		lard								VAT Item	2550 · VAT Liability			-20.0
Standard Purchases	Standard Purchases	laiu								VAT Item	2550 · VAT Liability			20.0
Standard Sales	Standard Sales									VAT Item	2550 · VAT Liability			20.0
Zero-Rated Purchases	Zero-Rated Purchases									VAT Item	2550 · VAT Liability			20.0
Zero-Rated Purchases	Zero-Rated Purchases Zero-Rated Sales									VAT Item	2550 · VAT Liability			0.0
	EC Purch of Goods Zero-Rate	10									2550 · VAT LIADILITY			
		ea Group								VAT Group				0.0
	EC Purch of Goods Group									VAT Group				0.0
	EC Purch of Services Zero-Ra	ated Group								VAT Group				0.0
EC Purch Services 20.0% Group										VAT Group				0.0
EC Sales Goods 0% Group	EC Sales of Goods Group									VAT Group				0.0
Reverse Charge Purch 20.0%	ikeverse Charge Purch Group)								VAT Group				0.0
Item • Activities •	Reports Excel	Indude	in <u>a</u> ctive											

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
- **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.

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/MT
s	Standard (20.0%)
Z	Zero-Rated (0%)
0	Outside the Scope of VAT

The following are codes QuickBooks automatically creates:

These are recorded on every transaction:

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

arge for or purchase, like uting hours, or Cancel (jest Notes Custom Fields Spelling by a subcontractor or partner
Tiojes Custom Pields Spelling
Custom Fields
t
1 Code 5 (m)
Consultancy · Item is inactive
C Amijs Inc VAT
, ,

In QuickBooks Premier 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
<u></u>	If you don't see the Unit of Measure type you need, select Other to create a new one.
boxes	Count (each, box, case, dozen, etc.)
	Length (inch, foot, yard, meter, etc.)
84	─ Weight (ounce, pound, kilogram, etc.)
jbs.	─ Volume (quart, gallon, cubic yard, liter, etc.)
	Area (square foot, acre, square meter, etc.)
1111111	○ Time (minute, hour, day, etc.)
inches	© Other
	2
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 the finished goods that are produced and sold as shown in the screen capture. Basically QuickBooks allows you to indicate what single items go into the final assembled item, then sell the Assembled Item. If you sell an Assembled Item, QuickBooks knows to deduct all the single items that went into that assembled item, from stock.

Type Stock Asse	mbly 👻	Use for stoc then sell.	k items that y	you assemble	from other st	ock item	is and	OK Cancel							
	What's the difference between a Stock Assembly and a Group? Item Name/Number Subitem of														
Item Name/Nu	mber 📃	Subitem of						Notes							
Cupcakes				-				Custom Fields							
I purchase	Spelling														
Unit of Meas	sure	and a second s	· · · · · · · · · · ·												
U/M Set															
								Print							
Cost What is	this cost?			OGS Account		i di la									
0.00				5000 · Cost o	f Good 🔻			Item is inactive							
Description															
								Amts Inc VAT							
Sales Price	Sz	ales VAT Code	Income	Account											
2.50			Cakes		•										
Bill of Material	S														
Item	Description	Туре	Cost	Qty	U/M	Total		Edit Item							
Chocolate		Inv Part	0.50	1			0.50 🔺								
Self Raisi		Inv Part	0.20	1			0.20	Full View							
Sugar		Inv Part	1.00	1			1.00								
			Tet	al Bill of Mater	iale Costi		1.70								
Stock Inform	nation		lot	a bill of Mater	as Cost:		1.70								
Asset Accour		Build Po	int On I	Avera Hand Cost		On Sal	es Order								
1210 · Stock				0.00 0		On 3a	0								
1210 3000	 The second second 														

- Non-stock part For goods that are purchased but the company doesn't keep in stock (or doesn't want to track stock for). 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.
- **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. For example CIS
Deductions as shown in the below screen capture. When setting up CIS Deductions it will need to
be assigned to an Expense Account and named CIS Deductions.

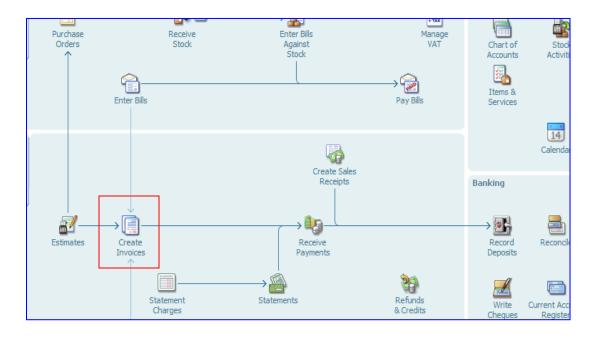
NOTE: Discount is not used to apply an early payment discount, instead use the Receive Payment window for that.

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.	Cancel
Item Name/Number	Subitem of	Notes
		Custom Fields
Description	Amount or % 20.0% Account CIS Deductions	Spelling
Sales VAT Code S	 Discount is applied before sales tax 	
		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.
- **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.

INVOICING

Invoices can be created from the main page by clicking on the invoice icon or alternatively from the tool bar **Customers** > **Create Invoices**.



- 1. Clicking on **Create Invoices** will open a blank invoice.
- 2. From the drop down choose the customer to be invoiced. You will also notice at this point that there is an **Add New** function and a customer can also be added in here.

< Add New >		
Jane Brown	Customer:Job	EUR
Jane Green	Customer:Job	GBP
Jim Smith	Customer:Job	GBP
John Smith	Customer:Job	GBP

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

Tax Date	Invoice No
07/03/2012	4

4. The invoice template can also be chosen.

Template Print Preview
Intuit Professional Invo
Attorney's Invoice
Copy of: Intuit Professional I
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
Progress Invoice
Service Invoice Laser Mailer
Time & Expense Invoice

5. 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, these can be overridden if needed. The final column records the VAT rate for that item.

🔍 Previous 🕼 Next 🔚 Save 🗳 Print 🔻 🖓 Send 🔻 🎦 Create 🔹 🕄 Find 🛃 Spelling 🍄 History 🎚	Journal	🔏 Custon	nise 🔻		
Customer: Job Jane Green Invoice					uit Professional I Invoice No. 2012002
Invoice To Jane Green				P.O. No.	Terms
Item Description	Qty	U/M	Rate	Amount	Net 30 💌
Consultation 4 hours consultation for corporate event	4	Upri	30.00		1.00 S
Customer			Total VAT		· ·
Customer Message				20	.00 Edit
			Total	120	.00
☑ To be printed ☑ To be e-mailed ☑ Amounts include VAT	Add T	ime/Costs	Apply Credits	Payments Applied Balance Due	0.00 120.00
n an	aine <mark>aine.</mark> The state	rites an an	Sav	ve & Close Save &	New Clear

6. The invoice can be emailed using the **Send** icon or printed and mailed.

CIS INVOICE

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

- 1. Create the invoice normally (choose the customer, add the date, etc).
- 2. Enter labour charges in ???
- 3. Use the **Subtotal** item so the discount only applies to that amount.
- 4. Enter the **CIS Discount** 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.

4	Previous	🕩 Next 🗜	Save	🏐 Print	- 🖂	Send 🔹	r 🍵 Cre	eate 🔻	🗟 Find	📝 Spellin	g 🖓 History	/ 📃 Journal	🛃 Custor	nise 🔻					
	ustomer: <u>]</u> ob lim Smith		 															e Print Prev rofessional I	•
	Invoice	Ð	_														Tax Date 08/03/2012	Invoice N 2012007	0.
	Invoice To Jim Smith																		
ľ																	P.O. No.	Terms	
L																			•
	Item	Description										Qty	U/M	Rate		Amount		VAT	-
	Labour											100	hr		12.00		1,200.00	S	-
	Subtotal																1,200.00		
	CIS Deduc														-20.0%		-240.00	S	_
	-												-						•

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 tool 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.

earch					Billing Group	
Look for	in All	fields				
Search Re	set 🔲	Search within res	ults		Manage Groups	What is a billing group
earch Results						
lame BC Electronics		Balanc 0.00	Terms		Customers in This G ABC Electronics	roup
ne Green m Smith MI Cleaning		150.00 0.00 0.00	Net 30			
ohn Jones		0.00		Add >		
he Coffee Couch		0.00				
				< Remove		
Select All Clear All					Save Group	

1. Choose the customers to invoice and the details of the invoice.

							Compan	y.
Batch Invoice								×
Step 2 of 3: Ch Date 08/03/2012		ems for the batch inv		Next.		<u>How do I er</u> and send m	nter the terms, VA ethod?	<u>Trate,</u>
Item	Description	Qty	U/M		Rate	Amount	VAT	
Consultation	n	4		•	25.00 -		100.00 S	<u> </u>
Customer		•			Total		120.00	

2. Review and Create Invoices

								Company	
n Invoice	2								
	of 3: Review the l	ist of invo	ices to be created	l for this batcl	n and click Cr	eate Invo	ices.		
Select	Customer	Terms	Send Method	Amount	VAT Code	VAT	Total	Status	-
1	ABC Electronics		None	100.00		20.00	120.00	OK	
1	JMI Cleaning		None	100.00		20.00	120.00	OK	
1	The Coffee Co		None	100.00		20.00	120.00	ок	
Back	Next	Crea	te Invoices			1	Help	Car	ncel

3. The invoice can be customised via the $\ensuremath{\textbf{Customise}}$ icon.

Selected Template		Preview		
Intuit Professional Invoice	Manage Templates			
Logo & Fonts		Jackis Juice Bar 2	Cue V0.TRep. Comp.	any VOITReg Tax Dare Invoice No. concernia 4
Use logo	Select Logo			
Select Colour Scheme:		involas To Dir Dass		
Please Select 💌	Apply Colour Scheme			
Change Font For:				
Title Company Name	Change Font		Description	ám auna VáT
Company Address Labels Data Subtotals Label Total Label				
		Tels D	VAT Summary	Subtotal cur.c.m
Company & Transaction Information		TOTALS	5.00 0.00 0.00	VAT Total CUR S 00
🔽 Company Name 📃 Phone Numb	Update Information			Total Date 0.00
🔽 Company Address 🔲 E-mail Addre	ess -			
Fax Number Web Site Ad	ldress			
Company VAT Registration Number				
Print Status Stamp				
This controls whether the status stamp e.g. PAID, PENDING, RECEIVED etc.	is printed.			Print Preview
ow do I apply a design across multiple fo	orms?			
Help	Additional Customisation	Layout Designer	ОК	Cancel

This opens the **Customise** dialogue box where amendments can be made.

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

RECEIVING PAYMENT FOR AN INVOICE

This can be accessed from the main home page icon or from the tool bar **Customers > Receive Payments**.

1. Enter the payment details.

😚 🖪 🔍 률 👼 Home Calendar Search Snapshots Customers	Suppliers Employees Online Banking Rep	orts Live Community Help Feedback Serv	🎸 🚔 🎺 vices Add Payroll Credit Cards	52
🕙 Previous 🕒 Next 🥥 Print 🔹 🗞 History 🔹	Journal			
Customer Payment Received From JMI Cleaning	Customer Balance 120.00	가지가 가지가 가지가 가지가 가지? 제 : 제 : 제 : 제 : 제 : 제 : 제 : 제		
Amount 120.00	Date 08/03/2012			
Pmt. Method Cheque Memo	Cheque # 100982 Where does this payment go?			
Process credit card when saving				Find a Customer/Invoice
✓ Date Number ✓ 08/03/2012 2012005	Orig. Amt.	Amt. Due	Payment 120,000	120.00
To	otals	120.00	120.00	120.00
			Un-Apply Payment	Amounts for Selected Invoices Amount Due 120.00 Applied 120.00
			Discoun <u>t</u> & Credits	Discount and Credits 0.00 Applied
	an an an an an an an an Such chuire Such chuire an an an an an an an an	an an an an an an an an a Nucleus contractures and An an an an an an an an an a	Save &	Close Save & New Clear

- 2. When payments have been received they need to be deposited into a bank account. This can be accessed by the **Record Deposits** icon. This opens the **Payment to Deposit** dialogue box.
- 3. Tick the transactions that are to be deposited. By ticking all the transactions this creates one single deposit which will match the total amount deposited into the bank.

elect View ew payment meth	nod type 🔺	ll types		 What are payme 	ent method views?	
ort payments by	Pa	ayment Meth	od	-1		
elect Payments to	Deposit					
✓ Date	Time	Туре	No.	Payment Method	Name	Amount
23/02/2012		PMT			Jane Green	780.0
08/03/2012		PMT	100982	Cheque	JMI Cleaning	120.0

- 🕙 Previous 🕼 Next 🕞 Save 🥥 Print 💌 📟 Payments 🗞 History 📃 Journal Deposit To ✓ Date 08/03/2012 ■ Memo Deposit Click Payments to select customer payments that you have received. List any other amounts to deposit below Received From Jane Green JMI Cleaning From Account 1200 · Undeposited Funds 1200 · Undeposited Funds Memo Chq No. Pmt Meth. Amount 780.00 100982 Cheque Deposit Subtotal 900.00 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 900.00 Save & Close Save & New Clear
- 4. Choose the Bank Account the money is to be deposited to.

5. Once you choose **Save** and **Close**, the deposit will now be reflected in the Bank Account.

RECORDING DAILY SALES

Sales Receipts will record daily sales or sales that do not have an invoice raised against them. This can be accessed by the **Sales Receipt** icon on the main home page or from the tool bar **Customers** > **Sales Receipts**.

Enter sales information in the same way an invoice was recorded.

NOTE: This is where a day of the week could replace a customer name.

Drevious	: 🕩 Next	🕞 Save	🏐 Print	- 🕞	E-mail	▼ € Fi	nd 📝 S	pelling	ሚስ His	story 🔻	ol 📘 י	urnal	🛃 Ci	stomise	e 🔻								
Customer: <u>]</u> ob Monday	5	•																			Custo		eceipt 👻
Sales Sold To Monday	Rece	eipt																		Tax Da 08/03/	te 2012 🔳		e No.
															-						ue No.	Payment	Method
Item Coffees		Description								Qty		U/M			Rate	00.00	VAT			Amount		1.00	^ 00.00
Cakes	-													-		00.00			-				79.90
Customer [Tota	l VAT otal		16	6.67		Edit		
To be print Amounts in		ſo be e-maile	d														Costs			ent when	saving		
e en en															et et			S <u>a</u> ve	& Close	e 💽	ave & New		Clear

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

SUPPLIER PROCESSES

Suppliers are set up in the initial set up process. Supplier invoices are entered by the **Enter Bills** icon on the main home page or from the tool bar **Suppliers** > **Enter Bills**. The Enter Bills dialogue box opens

		Bill Received		reacheadhead An ann an S	na dhachach 1993 - 1993 - 1993	entrentrentre. Manuar an	nine a ine a ine. San san san	
Supplier Costa	Bill Date	09/03/2012 🔳						
Address Costa	Ref. No.							
	Amount Due	0.00						
Terms Net 30 Discount Date	Bill Due	08/04/2012 🔳						
Memo	£0.00		1					
	emo						Customer:Job	Billable?
								-
Amounts include VAT						Total VAT	0.00	Edit
Clear Splits Recalculate						Save & Close	Save & New	Clear

1. Enter in supplier invoice details.

NOTE: Enter the amount in the column and not the top Amount Due box-this will pre populate itself based on the information entered in the Amount column. Assign the expense to an Account-where it will be posted to in the Chart of Accounts. The appropriate VAT rate will also need to be added in.

🕲 Previo	us 🕩 Next 🗖 Save	E Find B Histo	ory Journal	🕶 Pay bill									
	© Cre <u>d</u> it					a Real Re	1990 - P		 198	Regelie			
				Bill Received	10.00.00								
		Bill		aa (aa (aa ca									
Supplier	C		-	09/03/2012									
Address	Costa		Ref. No.	2432									
			Amount Due	600.00									
			Bill Due	08/04/2012 🔳	the state								
Terms	Net 30 🗾 🗸 Dis	count Date											
Memo	March Delivery				native free								
E <u>x</u> pens	ses £500.00	Ite <u>m</u> s	£0.00	a tea tea tea tea.									
Accourt		ount Memo									Customer:Job	Billable?	
6260 · E	Equipme 🔻 S 💌	500.00										-	^
													-
								1.12	1.11				_
										Total VAT	۲ <u>100.0</u>	0 Edit	
Amou	nts include VAT												
Clear Sp	lits								- 	e & Close	Save & New	Clear	-

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

		1 - C.
Customer:Job	Billable?	
•		*

3. These can then be added to the customer invoice by choosing to create an **Invoice for Time & Expense**.

→	_	
Invoice	Invoice for Time & Expenses	
Î	Create Invoices	
	[]	

*	14	٩,	.	A	-	Ţ			80		25	-	۵	1			с л. л. »
						Employees		ing Reports			p Feedback	Services	Add Payroll	Credit Cards			
Select th	e Date R	ange and	Template	. Then sele	ct Custon	er:Jobs to	invoice. Click	Create Invo	ice or Next	Step.							
Date Ran	ige From		Io	09/03/2012												Template	Intuit Professional 💌
Select	t All																
1	Customer:J	ob 🔺				Time			Expenses			Mileage		Items	s	Total	
1	ABC Electron	nics						0.00			500.00			0.00		0.00	500.00

This will automatically create the invoice and additional items can then be added.

Previous	🕒 Next 🔚 Save	🧉 Print 🔹 🔀	Send 🔻 뾉 Create 🔻	🛛 🕄 Find 📝 Spelling	🗞 History 📃 Jou	rnal 🚺	🖁 Customi	ise 🔻				
stomer: <u>]</u> ob											te Print P	
BC Electronic	IS 🔹										Professiona	
nvoic	е									Tax Date 09/03/2012	Invoid	
Invoice To												
BC Electron	ics											
										P.O. No.	Ten	ms
em	Description Rental for Installation				Q1	y I	U/M	Rate 600.00	Amount	600.00	VAT	
					-			000.00		000100		
stomer		•						Total VAT		100.00	Edit	
essage								Total		600.00		
To be printe To be e-ma						Add Time	e/Costs	Apply Credits		nents Applied nce Due		
Amounts in									Balar	ice Due		600
					Mem							

TO PAY SUPPLIER INVOICES

Use the **Pay Bills** icon from the main home page or **Suppliers** > **Pay Bills**. This will open the Pay Bills dialogue box.

		All suppliers Due Date	•				
Date Due	Supplier	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
08/04/2012	Costa			600.			
08/04/2012	Telephone			81.	.48 0.00	0.00	0.00
			Totals	681.	.48 0.00	0.00	0.0
Select All Bills							
	Highlighted Bill		Number of Credits	0			
dit Information for Nier	Terms						
dit Information for lier	Highlighted Bill Terms Sugg. Discount	0.00	Total Credits Availa	ble 0.00			
dit Information for lier ef. No.	Terms	0.00		ble 0.00			
dit Information for slier ef. No. <u>Go to Bill</u>	Terms Sugg. Discount	0.00	Total Credits Availa	ble 0.00			
dit Information for Ner ef. No. Go to Bill	Terms Sugg. Discount Set Discount	0.00	Total Credits Availa Set Credi <u>t</u> s	ble 0.00			
edit Information for pplier Ref. No. <u>Go to Bill</u> syment ate 9/03/2012 []]]	Terms Sugg. Discount	0.00	Total Credits Availa	ble 0.00			

Bills to be paid are ticked with payment details recorded at the bottom of the screen.

NOTE: Users have the option of using pre printed cheques. Alternatively they can record their own cheque number or chose a different 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. Enter the name of the bank account money is being transferred into, under **Account**. 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 main home page or alternatively from the tool bar **Banking** > **Write Cheques**.

Bank Account BBA 🔹 Er	nding Balance 1,050.00									
	No. To Print Date 09/03/2012 📕									
Pay to the Order of	£ 0.00									
	UK Pound Sterling									
Address										
Memo		Order Cheques								
Expenses £0.00 Items	£0.00 📝 To be printed		ah ah ah							
Account VAT Amount Memo							Cus	tomer:Job	Billable	
							Total VA	Т	0.00	Ed
Clear Splits Recalculate										

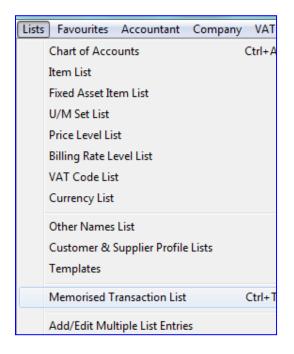
As with supplier invoices, payments can also be assigned and recorded as billable to a customer.

If this transaction is a direct debit or standing order this transaction can be memorised.

- 1. Fill in the cheque as usual. Go to Edit in the menu bar and select Memorise Cheque.
- Enter a name for the memorised transaction and fill in the details, give the transaction a name. 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 frequency of payment and amount.

P Memorise Transaction	
Name Telephone	ОК
Add to my Reminders List	How Often Never Cancel
© Do Not Remind Me	Ne <u>x</u> t Date
Automate Transaction Entry	Number Remaining
Add to Group	Days In Advance To Enter 0
	Group Name <none></none>

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



Home Calendar Search Snapshots Customers	Suppliers Employees Online Banki	ng Reports Live Community Help	Feedback Services Add Payroll Credit Ca	rds		
Transaction Name	Туре	Source Account	Amount	Frequency	Auto	Next Date
♦NW Utilites	Cheque	BBA	120	.00 Monthly		23/03/2012
♦Rent	Cheque	BBA	500	.00 Monthly		09/03/2012
Telephone	Cheque	BBA	68	.28 Monthly		09/03/2012

Sтоск

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 tool bar **Edit** > **Preferences**.

When setting up items they must be recorded as Stock items.

Type Stock Part	purchase, track as stock, and resell.	OK Cancel
Item Name/Number	Manufacturer's Part Number	Notes
Unit of Measure U/M Set	Edit	Spelling
Purchase Information Description on Purchase Transactions	Sales Information Description on Sales Transactions	Item is inactive
Cost 0.00 Purgh VAT Code S COGS Account 5000 · Cost of Good Preferred Supplier Stock Information Asset Account Reorder Point 1210 · Stock	Sales Price 0.00 Sales <u>V</u> AT Code S Income Account On Hand Total Value As of 12/03/2012	Am <u>t</u> s Inc VAT

 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 ticked.

NOTE: This needs to be ticked before entering the amount in. A preferred supplier can be entered if applicable

2. In the **Sales Information** section, enter the **Price** it sells for, the **VAT Code** and the **Income Account** it is to be posted against in the Chart of Accounts. 3. In the **Stock Information**, enter the amount of stock **On Hand** as well as the **Reorder Point**. The Reorder Point is the moment that QuickBooks will set a reminder to order more. The reminder will appear in the tool bar **Company** > **Reminders**.

Company	VAT	Customers	Suppliers	Employees						
Home	Page									
Comp	any Sna	apshot								
Calend	Calendar									
Comp	any Inf	ormation								
Set Up	Users a	and Password	ls	+						
Custor	mer Cre	edit Card Prot	tection							
Set Clo	osing D	ate								
Planni	ng & B	udgeting		+						
To Do	List									
Remin	ders									
Alerts	Manag	er								
Chart	of Acco	ounts		Ctrl+A						
Make	Genera	I Journal Entr	ies							
Manag	ge Curr	ency		+						
Enter \	/ehicle	Mileage								
Prepar	e Lette	rs with Envelo	opes	+						

The Item List will now have two additional columns: Total Quantity On Hand and On Sales Order.

Loo <u>k</u> for	in	All fields	Sea	rch Reset Search	n within results			
Name	Description	Type	Account	Total Quantity On Hand	On Sales Order	U	Price	Colour
<pre></pre>		Ser	4790 · S				10.00	
Openi		Ser	3000 · S					
Bread		Sto	Bakery	0	0		1.25	
Choc		Sto	Food	740	0		1.00	
A Colf D		Cho	Food	070	0		0.00	

When an invoice or sales receipt is recorded the quantity that is sold will automatically change the figure On Hand.

ORDERING STOCK

1. Enter either a bill, or generate a Purchase Order. The stock levels within QuickBooks won't change until it is recorded that the items have been received.

a Previous Ler IV	lext 📙 Save	🏐 Print 🔻	🕞 E-mail 🔹	🔁 Find	📝 Spelling	ዊስ History	Journal	🔀 Custor	nise 🔻				
pplier			Drop Ship	То								Te	mplate Print Pr
ne Bakery	•				 Image: A second s							C	ustom Purchase O
Purchase Supplier The Bakery	Order											ax Date 12/03/2012 Ship To Fabulous Ev	
Item	Description					Qty	U/M	Ra	te	Customer		VAT	Amount
Bread	Loaves					200			0.50			s	100.0
	•							-			-	-	
Supplier Message											Total VAT Total	20.00 120.00	View

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

NOTE: If a Purchase Order is not being used and it is just the bill that is being entered the **Items** tab will need to be selected and not **Expenses**.

🛿 Previous 🖙 Next 🕞 Save 🕄 Find	ዛሬ History	Journal	📟 Pay bill							
◉ Bill 🔘 Cre <u>d</u> it			Bill Received							
	Bill									
Supplier The Bakery	•	Date	12/03/2012							
Address The Bakery		Ref. No.								
		Amount Due	60.00							
		Bill Due	22/03/2012 🔳							
Terms Memo										
Expenses £0.00 Items		£50.00	ahahahaha							
Item Description				Qty	U/M	Cost		Tax	Amount	Customer:
Bread 💌 Loaves				100 🚰		r	0.50	s 👻	50.00	

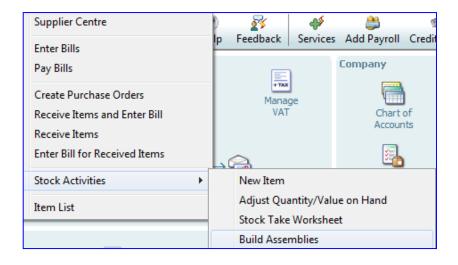
The Stock on Hand will now automatically change.

Look for	in All fields Search	Reget Search within	i results		
Name	Description	Type	Account	Total Quantity On Hand	On Sales Order
♦ Consultation		Service	Consultancy		
]	Service	Labour Charges		
♦Bread		Stock Part	Bread	100	
A Caker			Caker		

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 main home page click on the **Stock Activities** icon > **Build Assemblies** alternatively from the tool bar **Suppliers** > **Stock Activities** > **Build Assemblies**.



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

	1. Source State State State State State State State State			Date Build Ref. No.
Build Asso	embly			12/03/2012 🔳 4
			Quantity on Hand: Quantity on Sales Order: Quantity Reserved for Other Assembli	10 Build Point: 0 es: <u>0</u>
			Quantity Available:	10
Components Needed Item	to Build Cupcakes Description	Type U/M	Qty On Hand	Qty Needed
Chocolate		Inv Part	940	0.00
Self Raising Flour		Inv Part	1,570	0.00
Sugar		Inv Part	1,380	0.00
			Maximum number you can t Quantity to Build	ouild from the quantity on hand: 523.33333

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, they 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 can be accessed by from the main **home** page >**Stock Activities** icon > **Adjust Quantity/Stock On Hand** alternatively from the tool bar **Suppliers** > **Stock Activities** > **Adjust Quantity/Stock On Hand**. This opens the **Adjust Quantity** dialogue box.

- 1. Either the Quantity, Total or both can be recorded. Adjustment Account please note an income or expense account will need to be added to post the adjustment to for example Expense account for stock losses, or Income account for stock gains.
- 2. Click on **Find & Select Items**. This opens up a dialogue box where stock items can be selected by putting a tick next to them.

🕲 Previous 🕩 Next					
Adjustment Type Quantity Adjustment Date 12/03/2012 Adjustment Account Stock Losses Find & Select Items Item	Reference No. 1 Customer:20b Find & Select Items Find and select the stock items you Eind	want to adjust. Items will b	e added to the end of the list.	Leset	U/M
	✓ Item Bread Chocolate Self Raising Flour Sugar Cupcakes Flour	Type Stock Part Stock Part Stock Part Stock Part Stock Assembly Stock Assembly	Description	Qty On Hand	
Memo Item Info After Adjustment Quantity on Hand Avg Cost per Item	Select All	Indude inactive	Add Sele	0 Items Selected	nt 0.00 ts 0

3. Enter in the adjustment.

Previous 🕩 Next					
Adjustment Type Quantity Adjustment Date 12/03/2012	Reference No. 1				
Find & Select Items	Description	Qty on Hand	New Quantity	Qty Difference	U/M
Cupcakes	Description	210		-60	
Memo Item Info After Adjustment Quantity on Hand 150 Avg Cost per Item 3.10				Value of Adjustment of Item Adjustments	-186.0
Value 465.00					
value 465.00			Save & Clos	e Save & New	Clear

 QuickBooks also allows the user to print a Stock Worksheet to compare a manual stock take with the information recorded within QuickBooks. This can be accessed from the main tool bar Suppliers > Stock Activities > Stock Take Worksheet.

nome calendar search sha	зранов саяснисть зарриста стирюусса опшистранкиму перога систеоницанку терр тесараск эстисса найтаутой
Customise Report Memorise	Print E-mail Excel Hide Header Refresh Sort By Default
11:01 AM	Jackis Juice Bar 2
12/03/12	Stock Take Worksheet
	12 March 2012
	Item Description Preferred Supplier Quantity On Hand Physical Count
▶	Bread 0 4
	Chocolate 740
	Self Raising Flour 970
	Sugar 980
	Cupcakes 150
	Flour 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 main home page or alternatively from the tool bar **VAT** > **Manage VAT**.

	counts and Payments Pay Now icon, or View to make payme	ents and see VAT reports.			Show bala Today	ances as of: /	l of last period	VAT Adjustments Change the VAT you owe:
Agency	Accounts	Amount	As Of	Pay Now	Summary Report	Detail Report	Exception Report	Make interim VAT payments
HMRC VA	T VAT Liability	4.70	12/03/2012	1	View	View	View	Claim bad debt relief
								Adjust for change in use of capital g Claim VAT paid before registration How to adjust your VAT Return for f Scale Charges Make other adjustments Adjust VAT Owing
	des and Rates AT code in the table below to view its es	VAT rates. Click Change V VAT Sales Iten		nges.	Your VAT 1	.00 (UK) Retu	rn	VAT Setup Make changes to your VAT codes ar corresponding VAT rates:
Code	Description	Name	VAT Ra	ate	Box	Description	*	Change VAT Setup
E	Exempt	Standard Sales	20.00		1	VAT due on sa	ales and other ou	
EGS	EC Goods Standard (20.0%)				2	VAT due on a	cquisitions from o	View and edit VAT codes for Items,
EGZ	EC Goods Zero-Rated (0%)				3	Total output \	/AT due	Suppliers, and Customers:
ESS	EC Services Standard				4	VAT reclaimed	l on purchases	Assign VAT Codes
ESZ	EC Services Zero-Rated				5	Net VAT to pa	iy (or reclaim) ≣	
N	Not Registered	VAT Purchase	Items		6	Total net valu	e of sales	Common questions:
R	Reduced (5%)	Name	VAT Ra	ate	6	Total net valu	e of EC sales of <u>c</u>	Why is there a negative rate in the E
RC	Reverse Charge (Carousel/MT	Standard Purcha	ises 20.00		6	Total net valu	e of EC purchase	and RC codes?
S	Standard (20.0%)				6	Total net valu	e of Reverse Cha	
	Zero-Rated (0%)				7	Total net valu	e of purchases	
Z								
z O	Outside the Scope of VAT				8	Total net valu	e of supplies to o $_{\pm}$	

1. VAT adjustments can be made by clicking on **Adjust VAT Owing** this will open up the dialogue box.

Entry <u>N</u> o. 5					
AT Agency	HMRC VAT				•
/AT <u>I</u> tem					-
AT Line					
AT ACCOUNT					
VAI Account		What acc			ck?
					ck?
VAT Account Adjustment Account		What acc		ould I pi	•
		What acc	count sho	ould I pi VAT line	•
Adjustment Account			count sho	ould I pi VAT line	•

To file a VAT return in QuickBooks, choose Pay Now this will open up the File VAT box.

NOTE: Reports can also be accessed by clicking on the appropriate link.

AT Accounts and Fujinents						 Today End of last period 		
Agency	Accounts	Amount	As Of	Pay Now	Summary Report	Detail Report	Exception Report	
HMRC VAT	VAT Liability	4.70	12/03/2012	Ŵ	View	<u>View</u>	View	

2. To file the return click File Return.

AT Agency HMRC VAT	 Da 	tes This M	onth-to-date			•
	Fre	om 01/03/	2012 🔳	То	12/03/2	012 🔳
Your Calculated VAT Return		e e e		.11		
VAT Description	Box	Amount	Balance		Adjust Re	turn
VAT due on sales and other outputs	1	571.70				
VAT due on acquisitions from other EC Member States	2	63.00			Print Ref	urn
Total output VAT due	3		634.70			
VAT reclaimed on purchases	4	630.00				
Net VAT to pay (or reclaim)	5		4.70			
Total net value of sales	6	4,388.54				
Total net value of purchases	7	3,150.00				
Total net value of supplies to other EC Member States	8	1,530.02				
Total net value of acquisitions from other EC Member States	9	315.00		1		
				Т.,		
				14.		
				2.0		
				14.2		
				20		
				14.		
				22		
				114		
				1.1		
				1.1		
			-			
	-	<u>'</u>				1.111
✓ Your VAT return is ready to file						
Amount you owe in VAT How is this calculated?			<u>GBP 4.70</u>	Γ	File Ret	Jrn

This can be filed online to HMRC or by another method.

If a refund from HMRC is due, after completing the return QuickBooks will then automatically create an invoice 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 choose to **Pay Later** option has been selected, once it has been paid this will be recorded via the **Suppliers Centre**.

ayment		
You owe VAT of 74,	,008.28 to HMRC VA	AT.
Whether you Pay No entry in Accounts Pa		iickBooks creates an
If you choose Pay L menu and Pay Bills.	ater, remember to g	go to the Suppliers
Pay Now	Pay Later	Cancel

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.