



*QUICKBOOKS 2020 STUDENT GUIDE*

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## **Lesson 10**

### **QuickBooks Inventory**

**intuit.**

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# Table of Contents

**Lesson Objectives ..... 4**

**Turn on the Inventory Feature ..... 5**

**Enter Products into Inventory ..... 6**

**Create Purchase Orders ..... 8**

**Open Purchase Orders Report ..... 9**

**Stock Status by Item Report .....10**

**Receive Inventory .....11**

**Enter a Bill for Inventory .....12**

**Sell Inventory Parts .....13**

**Adjust Inventory .....14**

**QuickBooks Inventory — Review Activities .....15**

**Review Activities Cont.....16**

**Answers to Review Activities .....17**

## Lesson Objectives

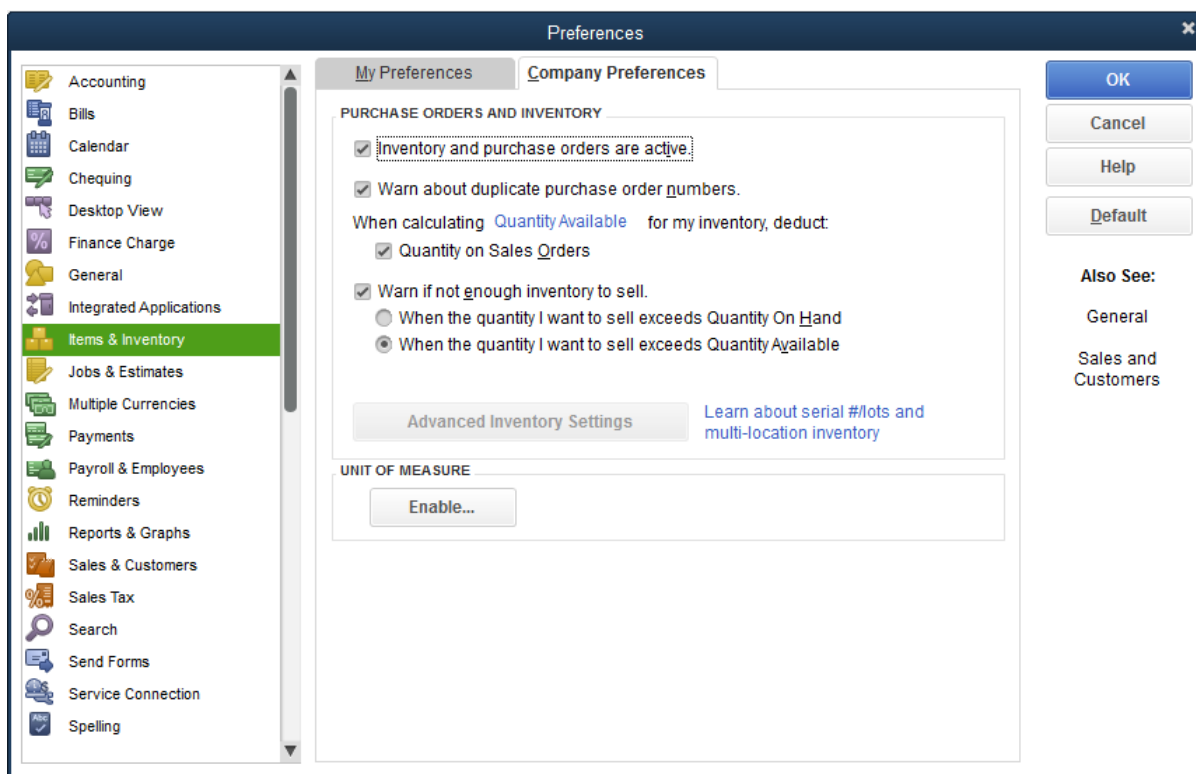
- Get an overview of inventory in QuickBooks
- Practice filling out a purchase order for inventory items
- Track the receipt of the inventory items in QuickBooks
- Adjust inventory manually to enter a stock loss or increase
- Set up and use units of measure

## Turn on the Inventory Feature

If you need to track inventory for your company, you can turn the feature on while creating your company file. If you want to turn on the inventory feature after you've set up your company file, follow these steps.

### Turn on the inventory feature:

1. From the **Edit** menu, choose **Preferences**.
2. Select **Items & Inventory** from the list to the left.
3. Click the **Company Preferences** tab.
4. Click the **Inventory and purchase orders are active** checkbox to select it.
5. Click **OK**.



### NOTES

## Enter Products into Inventory

Many small businesses that stock inventory don't know the number of units they have on hand or on order at any given time and have no way of getting that information quickly. Using QuickBooks to manage your inventory, you'll be able to track the number of items in stock and the value of your inventory after every purchase and sale.

As you order inventory items, receive the items, and later sell the items from inventory, QuickBooks keeps track of how much inventory you have on hand. You will know the status of your inventory and will have a more accurate picture of your business's assets.

### Enter a product into inventory:

1. Click the **Items & Services** icon on the home page.
2. Click the **Item** button at the bottom left and choose **New**.
3. In the **Type** field, choose **Inventory Part** from the drop-down list.
4. Enter the item name in the **Item Name/Number** field.
5. In the **Description on Purchase Transactions** field, enter the description you would like to appear on purchase orders, bills, and checks.
6. In the **Cost** field, enter your cost for the item.
7. Enter the appropriate **Cost of Goods Sold** account in the **COGS Account** field.

The screenshot shows the 'New Item' window in QuickBooks. The 'TYPE' is set to 'Inventory Part'. The 'Item Name/Number' is 'Premium Doorknobs'. The 'Description on Purchase Transactions' and 'Description on Sales Transactions' are both 'Premium Doorknobs'. The 'Cost' is 50.00 and the 'Sales Price' is 75.00. The 'COGS Account' is 'Cost of Goods Sold' and the 'Income Account' is 'Construction Income'. The 'Inventory Information' table shows the 'Asset Account' as 'Inventory Asset', a 'Reorder Point' of 10, 'On Hand' of 15, and a 'Total Value' of 750.00 as of 08/31/2016.

Asset Account	Reorder Point (Min)	Max	On Hand	Total Value	As of
Inventory Asset	10		15	750.00	08/31/2016

8. (Optional) In the **Preferred Vendor** field, choose a preferred vendor.
9. In the **Sales Price** field, enter the price you would like to appear on sales orders, sales receipts, estimates, and invoices.
10. Click the Tax Code drop-down and select the appropriate tax code.
11. In the **Income Account** field, assign the appropriate income account for when the item is sold.
12. Enter the appropriate asset account in the **Asset Account** field.
13. In the **Reorder Point** field, enter the point at which you would like QuickBooks to remind you to reorder the item.
14. Click **OK**.

**NOTES**

## Create Purchase Orders

Use purchase orders to place inventory orders with your vendors, and to keep track of what you have ordered from them. Later, you receive inventory in QuickBooks based on the purchase order.

### Enter a Purchase Order:

1. Click the **Purchase Orders** icon on the home page.
2. In the **Vendor** field, choose the name of the vendor from the drop-down list.
3. In the **Item** column, select the item you wish to order from the drop-down list.
4. In the **QTY** field, enter the quantity you wish to order.
5. (Optional) Add a **Vendor Message**.

**Purchase Order**

DATE: 08/31/2016  
 P.O. NO.: 10

VENDOR: Fisher Supplies  
 8227 Dunant Road  
 Vancouver, BC  
 V3Y 2S8

SHIP TO: White Ridge Constructi  
 5673 Commercial Blvd  
 Vancouver, BC V2W 5G

ITEM	DESCRIPTION	QTY	RATE	CUSTOMER	AMOUNT	TAX
Premium Doorknobs	Premium Doorknobs	10	50.00		500.00	S

GST (ITC) 5.0% 25.00  
 PST (BC) ON PURCHASES 7.0% 35.00  
**TOTAL 560.00**

VENDOR MESSAGE:

MEMO:  VENDOR TAX CODE:

Buttons: Save & Close, Save & New, Clear

6. Click **Save & Close** to record the purchase order.



## Open Purchase Orders Report

To get a list of open Purchase Orders, run the Open Purchase Orders report.

**To get a report of all the purchase orders you have written:**

1. Click the **Reports** menu and select **Purchases**, then **Open Purchase Orders**.

10:10 AM  
08/31/16

**White Ridge Construction Company**  
**Open Purchase Orders**  
All Transactions

Type	Date	Name	Num	Deliv Date	Amount	Open Balance
Purchase Order	01/04/2010	All Subs	1	01/04/2010	18,123.00	18,123.00
Purchase Order	01/04/2010	Craig's Lumber	2	01/04/2010	23,593.50	23,593.50
Purchase Order	01/16/2010	Barata's Building S...	3	01/16/2010	14,490.00	14,490.00
Purchase Order	02/16/2010	All Subs	4	02/16/2010	12,232.50	12,232.50
Purchase Order	05/01/2010	All Subs	5	05/01/2010	13,072.50	13,072.50
Purchase Order	05/01/2010	Barata's Building S...	6	05/01/2010	19,267.50	19,267.50
Purchase Order	11/26/2010	Craig's Lumber	7	11/26/2010	15,067.50	15,067.50
Purchase Order	11/30/2010	Barata's Building S...	8	11/30/2010	40,845.00	40,845.00
Purchase Order	12/15/2010	Dobson's Exteriors	9	12/15/2010	26,250.00	26,250.00
Purchase Order	08/31/2016	Fisher Supplies	10	08/31/2016	560.00	560.00
<b>Total</b>					<b>183,501.50</b>	<b>183,501.50</b>



NOTES

## Stock Status by Item Report

The Stock Status by Item report shows you the quantity of inventory parts you have on hand, and how many are on Purchase Order. Use this report when deciding whether you need to order inventory, and how much.

**To get a report of all the purchase orders you have written:**

1. Click the **Reports** menu and select **Inventory**, then **Inventory Stock Status by Item**.

White Ridge Construction Company  
Inventory Stock Status by Item  
August 2016

	Pref Vendor	Reorder Pt (Min)	Max	On Hand	On Sales Order	Available	Order	On PO	Reorder Qty	Next Deliv	Sales/Week
<b>Inventory</b>											
<b>Exterior Materials Heading</b>											
Exterior Frame				75	0	75		0	0		0
Exterior Materials Heading - O...				0	0	0		0	0		0
<b>Total Exterior Materials Heading</b>				<b>75</b>	<b>0</b>	<b>75</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Lighting Retail</b>											
Standing Lamp				0	0	0		0	0		0
Table Lamp				0	0	0		0	0		0
Track Light				0	0	0		0	0		0
Wall Sconce				0	0	0		0	0		0
Lighting Retail - Other				0	0	0		0	0		0
<b>Total Lighting Retail</b>				<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Materials Heading</b>											
<b>Cabinets</b>											
Cabinet Wall Unit				0	0	0		0	0		0
Finished Cabinets				0	0	0		0	0		0
Cabinets - Other				0	0	0		0	0		0
<b>Total Cabinets</b>				<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Hardware</b>											
Brass Hinges				200	0	200		0	0		0
Door Pulls				0	0	0		0	0		0
Doorknobs				0	0	0		0	0		0

## Receive Inventory

When you receive the items you have ordered with your purchase order, you have to enter the items into inventory. You can receive items with a bill or without a bill. This exercise shows how to enter into QuickBooks inventory items you've received when the bill for those items will follow later.

### To receive inventory without a bill attached:

1. Click the **Receive Inventory** icon and select **Receive Inventory without Bill**.

The screenshot shows the 'Create Item Receipts' window in QuickBooks. The 'Bill' radio button is selected, and the 'Bill Received' checkbox is unchecked. The 'Item Receipt' form is filled out with the following information:

- VENDOR:** Fisher Supplies
- DATE:** 08/31/2016
- REF. NO.:** (empty)
- TOTAL:** 560.00
- MEMO:** Received items (bill to follow)

Below the form, the 'Items' section shows a table with the following data:

ITEM	DESCRIPTION	QTY	COST	TAX	AMOUNT	CUSTOMER:JOB	BILLABLE?	PO NO.
Premium Do...	Premium Doorknobs	10	50.00	S	500.00			10

At the bottom of the window, the following tax information is displayed:

- Vendor Tax Code: (empty)
- GST (ITC) 5.0%: 25.00
- PST (BC) ON PURCHASES 7.0%: 35.00

Buttons for 'Save & Close', 'Save & New', and 'Clear' are located at the bottom right of the window.

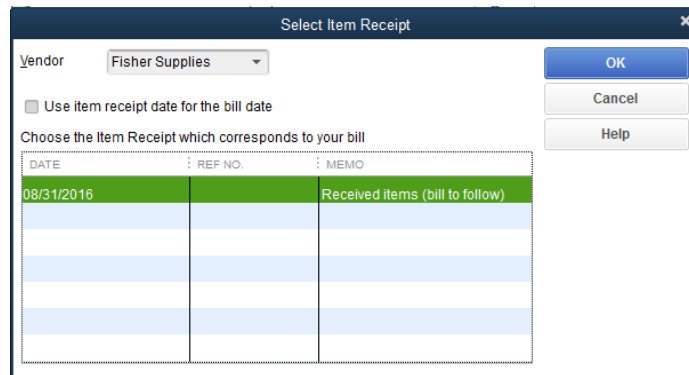
2. In the **Vendor** field, select the appropriate vendor.
3. At the **Open Purchase Orders Exist** window, click **Yes** (or **Select PO** from the icon bar if you accidentally bypass the pop-up notification).
4. Select the purchase order(s) you wish to receive against.
5. Click **OK** to move the information to the item receipt.
6. Click **Save & Close**.

## Enter a Bill for Inventory

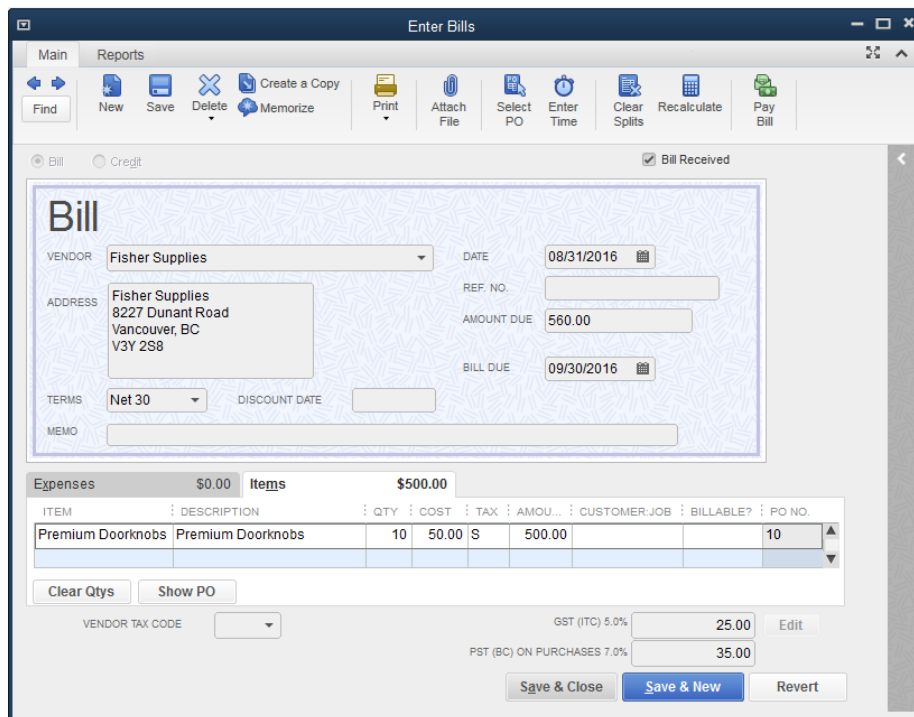
When you receive the bill for inventory, enter it in the Enter Bills window. When it comes time to pay the bill, pay it as you normally would through the Pay Bills window.

### Enter the bill:

1. Click the **Enter Bills Against Inventory** icon on the home page.
2. In the **Vendor** field, select the vendor from the drop-down list.
3. In the Select Item Receipt window, select the item receipts you wish to make a bill for.



4. Click **OK**.



5. Click **Save & Close**

## Sell Inventory Parts

When you are ready to sell inventory, enter the inventory part and the quantity on the sales form. QuickBooks will reduce the amount in your inventory asset account, and increase your income and cost of goods sold accounts linked to the inventory part.

**Invoice**

CUSTOMER\_JOB: Allin, Hilda:600 SQ F...    TEMPLATE: Intuit Product In...

DATE: 08/31/2016    INVOICE TO: Allin, Hilda, 57 River Avenue, New Westminster, BC V1S 3T4    SHIP TO: Ship To 2, Allin, Hilda, 57 River Avenue, New Westminster, BC V1S 3T4

INVOICE #: 17

P.O. NO.:    TERMS: Due on receipt    REP: CW    SHIP: 08/31/2016    VIA:    F.O.B.:

QUANTITY	ITEM	DESCRIPTION	PRICE EACH	AMOUNT	TAX
2	Premiu...	Premium Doorknobs	75.00	150.00	G

GST 5.0%    7.50

CUSTOMER MESSAGE:    TOTAL: 157.50

PAYMENTS APPLIED: 0.00

BALANCE DUE: 157.50

MEMO:    CUSTOMER TAX CODE: G    Buttons: Save & Close, Save & New, Clear

**White Ridge Construction Company**  
**Transaction Journal**  
All Transactions

Trans #	Type	Date	Num	Name	Memo	Item	Item Description	Account	Sales Price	Amount
324	Invoice	08/31/2016	17	Allin, Hilda:600 SQ...				Accounts Receiva...		157.50
				Allin, Hilda:600 SQ...	Premium Doo...	Premium...	Premium Doorknobs	Construction Income	75.00	-150.00
				Allin, Hilda:600 SQ...	Premium Doo...	Premium...	Premium Doorknobs	Inventory Asset		-102.80
				Allin, Hilda:600 SQ...	Premium Doo...	Premium...	Premium Doorknobs	Cost of Goods Sold		102.80
				Receiver General	GST on sales	GST	GST on sales	GST/HST Payable	5.0%	-7.50
										0.00
<b>TOTAL</b>										<b>0.00</b>

## Adjust Inventory

When you have spoilage or send out samples of your products, you can adjust your inventory manually.

### Adjust inventory:

1. On the **Home** page, click the **arrow** next to **Inventory Activities** and choose **Adjust Quantity/Value on Hand**.

QuickBooks displays the Adjust Quantity/Value on Hand window.

ITEM	DESCRIPTION	QTY ON HAND	NEW QUANTITY	QTY DIFFERENCE
Premium Doorknobs	Premium Doorknobs	23	20	-3

Memo

Total Value of Adjustment: -154.20  
Number of Item Adjustments: 1

ITEM INFO AFTER ADJUSTMENT	
Quantity on Hand	20
Avg Cost per Item	51.40
Value	1,028.00

Save & Close   Save & New   Clear

2. In the **Adjustment Account** field, enter the appropriate **Cost of Goods Sold** account that you would like to adjust against.
3. Click on the **Find & Select Items** button to search for items, or enter them directly into the Items column.
4. Enter the new quantities you want to show in your inventory in the **New Quantity** column, or use the **Qty Difference** column to adjust inventory up or down.
5. Click **Save & Close**.

## QuickBooks Inventory — Review Activities

1. True or false: Purchase Orders do not affect the balance sheet or income statement.
  - a. True
  - b. False
2. You placed an order with a vendor for inventory parts. The items have arrived but you have not received the bill yet. Which option should you choose from the Vendors menu?
  - a. Enter bills
  - b. Receive items and enter bills
  - c. Receive items
  - d. Enter bills for items received
3. You complete a physical inventory and discover that you have five more of a particular item than shown in QuickBooks. How do you update the inventory records in QuickBooks?
  - a. Complete the physical inventory worksheet
  - b. Enter an item receipt
  - c. Adjust the quantity using the Adjust Quantity/Value on Hand window
  - d. None of the above
4. Which of the following provide you with a list of all purchase orders created in a file?
  - a. QuickReport on the Purchase Orders account
  - b. Purchase Orders List report
  - c. Open Purchase Orders
  - d. All of the above

## Review Activities

1. From the **File** menu in QuickBooks, choose **Open or Restore Company**. QuickBooks displays the **Open or Restore Company window**.
2. Select **Restore a backup copy** and click **Next**.
3. Select **Local backup** and click **Next**.
4. In the **Open Backup Copy** window, navigate to the appropriate directory.
5. Select the **qblesson.qbb** file, and then click **Open**.
6. In the **Open or Restore Company** window, click **Next**.
7. Navigate to your directory.
8. In the **File Name** field of the **Save Company File As window**, type **Lesson10** and then click **Save**.
9. Enter the **Password: QBDT2020!**
10. Click **OK** when you see the message that the file has been successfully restored.

### Review Activities

1. Enter a new inventory item using the following information.
  - **Item Name/Number:** Premium Doorknobs
  - **Purchase Description:** Premium Doorknobs
  - **Cost:** 50.00
  - **COGS Account:** Cost of Goods Sold
  - **Sales Description:** Premium Doorknobs
  - **Sales Price:** 75.00
  - **Income Account:** Construction Income
  - **Asset Account:** Inventory Asset
  - **Reorder Point:** 10
  - **Qty on Hand:** 15
2. Create a purchase order for 20 premium doorknobs.
3. Receive the 20 standard doorknobs into inventory and record the bill for the doorknobs.
4. Pay the bill for the premium doorknobs.
5. Open a Stock Status by Item report.
6. Create an invoice to sell 5 premium doorknobs to Karen Bentley for the Roof and Attic job.
7. After an inventory count you find you have 5 fewer premium doorknobs on hand than QuickBooks has in inventory. Record the inventory adjustment necessary to correct this.



## Answers to Review Activities

1. True or false: The Purchase Orders account does not affect the balance sheet or income statement.
  - a. ✓ True
  - b. False
2. You placed an order with a vendor for inventory parts. The items have arrived but you have not received the bill yet. Which option should you choose from the Vendors menu?
  - a. Enter bills
  - b. Receive items and enter bills
  - c. ✓ Receive items
  - d. Enter bills for items received
3. You complete a physical inventory and discover that you have five more of a particular item than shown in QuickBooks. How do you update the inventory records in QuickBooks?
  - a. Complete the physical inventory worksheet
  - b. Enter an item receipt
  - c. ✓ Adjust the quantity using the Adjust Quantity/Value on Hand window
  - d. None of the above
4. Which of the following provide you with a list of all purchase orders created in a file?
  - a. ✓ QuickReport on the Purchase Orders account
  - b. Purchase Orders List report
  - c. Open Purchase Orders
  - d. All of the above