



QuickBooks Online Student Guide

Chapter 7

Customers and Sales Part II



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

▶ Lesson Objectives

In this chapter, you'll learn how to:

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

▶ Advanced Invoicing Options

There are several options available to you when creating sales invoices. They may be useful in different situations when creating sales invoices for your customers. To access these features, go to **Account and Settings**.

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

The screenshot shows the 'Account and Settings' window in QuickBooks. The left sidebar has a menu with 'Company', 'Usage', 'Sales', 'Expenses', 'Time', and 'Advanced'. The 'Sales' option is selected. The main area is titled 'Customize' and 'Customize the way forms look to your customers'. There is a 'Customize look and feel' button. Below this, the 'Sales form content' section is expanded, showing various settings:

- Preferred invoice terms**: Set to 'Net 30' (dropdown menu).
- Preferred delivery method**: Set to 'None' (dropdown menu).
- Shipping**: Toggled 'Off'.
- Custom fields**: A link to 'Go to Settings > Lists > Custom Fields to manage your custom fields.'
- Custom transaction numbers**: Toggled 'On'.
- Service date**: Toggled 'Off'.
- Discount**: Toggled 'On'.
- Deposit**: Toggled 'Off'.
- Tags**: Toggled 'On'.

At the bottom of this section are 'Cancel' and 'Save' buttons. Below the 'Sales form content' section is the 'Products and services' section, which includes:

- Show Product/Service column on sales forms**: Set to 'On'.
- Show SKU column**: Set to 'Off'.
- Turn on price rules**: Set to 'Off'.
- Track quantity and price/rate**: Set to 'On'.
- Track inventory quantity on hand**: Set to 'On'.

The bottom right corner of the window has a 'Done' button.

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

- **Deposit**—Adds a Deposit field to invoices so you can subtract a customer deposit from the total to calculate the balance due.
- **Tags**—Tags are customizable labels that let you track sales transactions however you'd like. You can add tags to sales receipts, invoices, and more.

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

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

Invoice no.1001

Customer: Customer email: Online payments: ☐ Cards ☐ [Get set up](#)

☐ Send later [C/Bcc](#)

Billing address:

Shipping to:

Terms: Invoice date: Due date:

Ship via: Shipping date: Tracking no.:

Sales Rep:

Invoice no.:

Location:

BALANCE DUE
\$0.00

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1						
2						

Subtotal: **\$0.00**

Message on invoice:

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

Invoice no.1001

Customer: Customer email: Online payments: ☐ Cards ☐ [Get set up](#)

☐ Send later [C/Bcc](#)

Billing address:
Christopher's Orthotics
67 Invoiceme Street
Townville MB A1A 1A3

Shipping to:

Terms: Invoice date: Due date:

Ship via: Shipping date: Tracking no.:

Sales Rep:

Invoice no.:

Location:

\$3,000.00

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1		Sales	Landscape services	10	300	3,000.00
2						
3						

Subtotal: **\$3,000.00**

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

You can also receive a **Deposit** against this invoice. This acts as a payment against the invoice and reduces the amount owing by the amount of the deposit. Since your customer is giving you

a deposit, you must tell QuickBooks how you received the payment and what account you're depositing the funds to. These fields are activated after you enter the **Deposit** amount.

Subtotal	\$3,000.00
Discount percent ▼ 10	\$-300.00
Shipping	200.00
Total	\$2,900.00
Deposit	300.00
Balance due	\$2,600.00

Invoice no.1001
Take a tour
Help

Sales Rep

Payment method

Cheque ▼

Reference no.

Deposit to

Chequing ▼

#	SERVICE DATE	PRODUCT/SERVICE ⓘ	DESCRIPTION	QTY	RATE	AMOUNT	
1		Sales	Landscape services	10	300	3,000.00	
2						Subtotal: \$3,000.00	
3							

Add lines

Clear all lines

Add subtotal

Message on invoice

This will show up on the invoice.

Message on statement

If you send statements to customers, this will show up as the description for this invoice.

Discount percent ▼ 10

\$-300.00

Shipping

200.00

Total

\$2,900.00

Deposit

300.00

Balance due

\$2,600.00

Cancel

Revert

Print or Preview

Make recurring

Customize

More

Save

Save and send ▼

More Menu

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

Invoice no.1009

Customer: Benjamin Yeung | Customer email: Separate emails with a comma | Online payments: Cards (Amex, Visa, Mastercard) | BALANCE DUE: **\$7,345.00** | Receive payment

Billing address: Benjamin Yeung, Yeung's Architects, 4895 King Edward Ave., Barrie ON M2H 4G4 | Terms: Net 30 | Invoice date: 29/06/2021 | Due date: 29/07/2021 | Invoice no.: 1009

Tags: Start typing to add a tag | Manage tags

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX	CLASS
1	General services:Badges:Name Badge	Name Badges	500	3	Copy	HST ON	
2	General services:Water Bottles - Gener	Water bottles - generic	500	10	Void	HST ON	
3					Delete		
					Transaction journal		
					Audit history		

Subtotal: 6,500.00

Message on invoice: [Cancel] | Print or Preview | Make recurring | Customize | More | Save | Save and send

URL: https://app.qbo.intuit.com/app/report?rptId=TX_JOURNAL&date_macro=all&txnId=130

From this menu, you can do the following functions:

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

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

Invoice no.1002 Take a tour Help X

Customer ? Higgs Food Market Customer email ? higgs_l@example.ca Online payments Get set up

☐ Cards VISA MasterCard Amex Apple Pay Send later ? Cc/Bcc

PAYMENT STATUS
VOID

Billing address ? Higgs Food Market
Higgs Food Market
123 Accounting Lane
Cityville BC A1A 1A1 Terms ? Net 30 Invoice date 18/12/2019 Due date 17/01/2020 Location ?

Sales Rep ?

Amounts are Exclusive of Tax

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1		Sales	Landscape services	0		0.00	GST
2							

Add lines Clear all lines Add subtotal Subtotal **\$0.00**

Message on invoice ? This will show up on the invoice. Discount percent ? **\$0.00**

GST @ 5% on 0.00 **0.00**

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

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

Journal Report Back to report list Report period All Dates Customize Save customization

Sort ? Add notes ? ? ? ?

Green Tree Landscapes

JOURNAL
All Dates

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT
18/12/2019	Invoice	1002	Higgs Food Market		Accounts Receivable (A/R)	\$10,500.00	
				Landscape services	Sales		\$10,000.00
					GST/HST Payable		\$500.00
						\$10,500.00	\$10,500.00
TOTAL						\$10,500.00	\$10,500.00

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

Audit History

History of this transaction: Invoice No. 1003 ID: 13

Hide all

▼ Jan 2, 7:07 pm Central Standard Time: Added by Hank Norris

Type:InvoiceNum:1003

Date:18/12/2019Name:Wendy's Magic Tricks and Treats

Amount:7127.40Address:89 Salesreport Bend

Anycity AB A1A 1A7

Open Balance:7127.40Location:

Terms:Net 30Due Date:17/01/2020

Payment Method:Pmt Meth Ref No.:

Custom Field 1:

Sent:Not sentEmail Address:wendysmagic@example.ca

Last Sent:Delivery Error:

Printed:Not printed

Customer/Supplier Message:

Memo:

NO.	CUSTOMER	SUPPLIER	EMPLOYEE	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	LOCATION	DEPOSITED	DEPOSIT ID
0	Wendy's Magic Tricks and Treats									Not deposited	
1	Wendy's Magic Tricks and Treats				Landscaping Work	Landscaping work at property	1	6788		Not deposited	
2	Wendy's Magic Tricks and Treats							5%		Not deposited	

▶ Credit Memos vs. Refund Receipt

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

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

Invoice → Credit Memo → Apply Credit Memo

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

Sales Receipt → Refund Receipt → Print Cheque (optional)

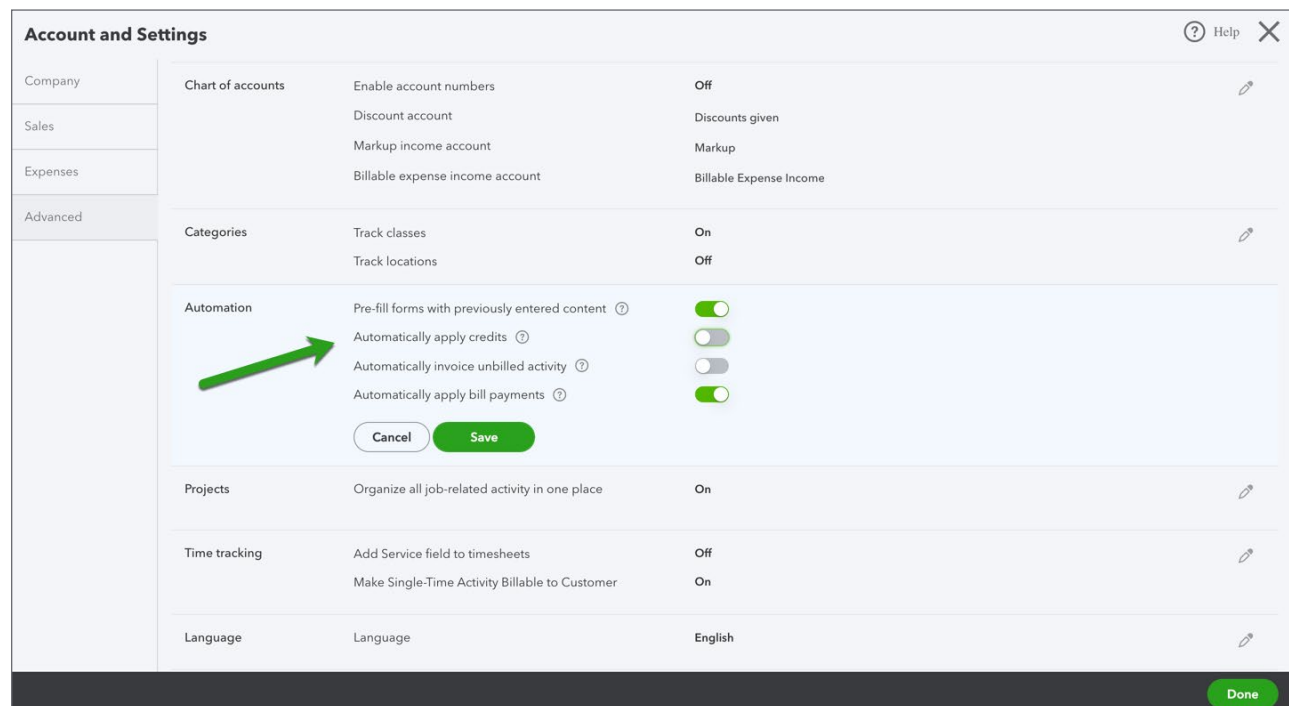
Credit Memo

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

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

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

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




Account and Settings			
Company	Chart of accounts	Enable account numbers	Off
Sales		Discount account	Discounts given
Expenses		Markup income account	Markup
		Billable expense income account	Billable Expense Income
Advanced	Categories	Track classes	On
		Track locations	Off
	Automation	Pre-fill forms with previously entered content	<input checked="" type="checkbox"/>
		Automatically apply credits	<input checked="" type="checkbox"/>
		Automatically invoice unbilled activity	<input type="checkbox"/>
		Automatically apply bill payments	<input checked="" type="checkbox"/>
		Cancel	Save
	Projects	Organize all job-related activity in one place	On
	Time tracking	Add Service field to timesheets	Off
		Make Single-Time Activity Billable to Customer	On
	Language	Language	English




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

To create the credit memo:

1. Click the **New** menu.
2. Click **Credit memo**.
3. Complete the Credit memo in the same way as you create an invoice.

 To learn how to create and apply credit memos watch this video: <https://youtu.be/L6iwaA9yn94>

 **Credit Memo**
Help X

Customer

Blakey's Bin Liners

blakeybins@example.ca

Send later Cc/Bcc

Billing address

Blakey's Bin Liners
Blakey's Bin Liners
49 Main
Barrie ON M4N 3J8

Credit Memo Date
18/12/2019

Sales Rep

Location

AMOUNT TO REFUND

\$840.00

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Landscaping Work	Landscaping work at property	1	800	800.00	GST
2						

Add lines

Clear all lines

Subtotal

\$800.00

Message displayed on credit memo

Discount percent

\$0.00

GST @ 5% on 800.00

40.00

Cancel

Clear

Print or Preview

Make recurring

Save and send



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

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

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

?

Help

✕

Receive Payment

Customer

Blakey's Bin Liners

▼

Email

blakeybins@example.ca

Find by invoice no.

☐ Send later

Cc/Bcc

AMOUNT RECEIVED

\$2,187.97

Payment date

18/12/2019

Payment method

Cheque

▼

Reference no.

39933

Deposit to

Chequing

▼

Amount received

2,187.97

Accept payments in QuickBooks

Outstanding Transactions

Find Invoice No.

Filter >

All

✓

DESCRIPTION

✓

Invoice # 1004 (18/12/2019)

DUE DATE

17/01/2020

ORIGINAL AMOUNT

4,028.85

OPEN BALANCE

2,187.97

PAYMENT

2,187.97

< First Previous 1-1 of 1 Next Last >

Amount to Apply

\$2,187.97

Amount to Credit

\$0.00

Clear Payment

Cancel

Clear

Print

Save and new

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

Receive Payment

Help

Outstanding Transactions

All

<input checked="" type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1004 (18/12/2019)	17/01/2020	4,028.85	3,027.97	<input type="text" value="3,027.97"/>

< First
Previous
1-1 of 1
Next
Last >

Credits

All

<input checked="" type="checkbox"/>	DESCRIPTION	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Credit Memo # 1006 (18/12/2019)	916.65	916.65	<input type="text" value="916.65"/>

< First
Previous
1-1 of 1
Next
Last >

Amount to Apply

\$3,027.97

Amount to Credit

\$0.00

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

Refund Receipts

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

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

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

Sales Receipt no.1007

Customer: Roy's Pancake Hut | Email: roys_pancakes@example.ca | Amount: **\$15,738.45**

Billing address: Roy's Pancake Hut, 56 Money Cres., Montreal, QC. | Sales Receipt date: 20/12/2019 | Location: [Dropdown]

Sales Rep: [Dropdown]

Payment method: [Dropdown] | Reference no.: [Text] | Deposit to: Chequing

Accept payments in QuickBooks

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Landscaping Work	Landscaping work at property	1	14,989	14,989.00	GST
2						

Subtotal: **\$14,989.00**

Message displayed on sales receipt: [Text]

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

- Click **New Menu** then click **Refund receipt**.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print cheques		

Show less

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

Refund Receipt Help X

Customer: Roy's Pancake Hut ▼ Email: roys_pancakes@example.ca Co/Bcc AMOUNT **\$1,575.00**

Billing address: Roy's Pancake Hut
Roy's Pancake Hut
56 Money Cres.
Citytown QC A1A 1A5

Refund Receipt date: 20/12/2019

Location: ▼

Sales Rep: ▼

Payment method: Direct Debit ▼ Refund From: Chequing ▼ Balance: \$15,738.45 Cheque no.: 1 Print later

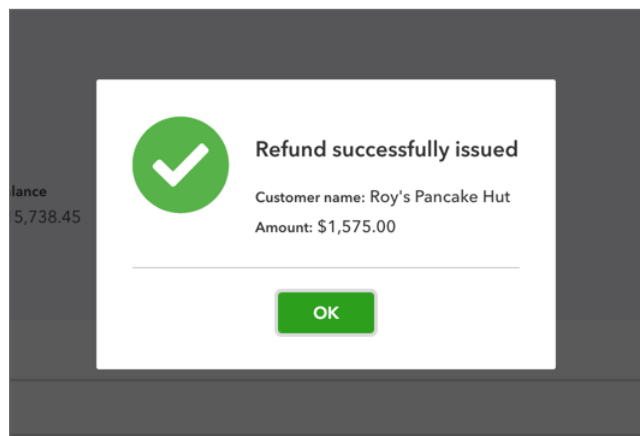
Refund payments in QuickBooks

Amounts are: Exclusive of Tax ▼

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Landscaping Work ▼	Landscaping work at property	1	1,500	1,500.00	GST ▼
2						

Cancel Clear Print or Preview Make recurring Save and new ▼

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



To learn how to create a refund receipt watch this video: <https://youtu.be/egsnUclo1iQ>

▶ Customer Statements

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

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

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

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

To create statements for multiple customers:

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

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print cheques		

[Show less](#)

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

6. Click **Apply**.

Create Statements

Statement Type: Balance Forward

Statement Date: 02/01/2020

Customer Balance Status: Open Start Date: 02/12/2019 End Date: 02/01/2020

Recipients List

Missing email address (0) Statements available (2)

RECIPIENTS	EMAIL ADDRESS	BALANCE
✓ Blakey's Bin Liners	blakeybins@example.ca	\$2,111.32
✓ Wendy's Magic Tricks and Treats	wendysmagic@example.ca	\$8,131.40

Cancel Print or Preview Save Save and send

7. The **Statements** window displays. Read the instructions at the top, select the appropriate customer(s) and click **Create/Send Selected Statements**. This will send any statements that you've chosen to email.

8. To print statements, click Print or Preview (or **Print Statements**) then click **Print**.

9. The preview window will open so you can look at the statements before sending to the printer.

Create Statements

Print Statement

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

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STATEMENT

TO: Blakey's Bin Liners
Blakey's Bin Liners
49 Main
Barrie ON, M4N 3J8

STATEMENT NO. 1002
DATE 02/01/2020
TOTAL DUE \$2,111.32
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
01/12/2019	Balance Forward		1,000.00

Close Print

Cancel Print or Preview Save Save and send



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

Delayed Charge

When you provide services to customers you may not create an invoice for each service. You may add charges to customers' accounts and invoice for all services in a period of time on one invoice. QuickBooks lets you create a **Delayed Charge** to handle this type of situation. You can create one or more delayed charges and add them to an invoice at a time that you choose.



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

To create a **Delayed Charge**:

1. Click the **New** menu.
2. Click **Delayed Charge**.

- Complete the **Delayed Charge** form just like an invoice form.

Delayed Charge
Help

Customer

Fouts Cookouts

Delayed Charge Date

04/09/2019

Location

AMOUNT

\$45.00

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	
1	Lawn Maintenance		1	45	45.00	GST	
2							

Add lines

Clear all lines

Memo

Total

\$45.00

Attachments

Maximum size: 25MB

Drag/Drop files here or click the icon

Cancel

Clear

Make recurring

Save and new

- Click **Save**.

- Repeat the process for each additional charge.

Delayed Charge
Help

Customer

Fouts Cookouts

Delayed Charge Date

11/09/2019

Location

AMOUNT

\$45.00

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	
1	Lawn Maintenance		1	45	45.00	GST	
2							

Add lines

Clear all lines

Memo

Total

\$45.00

Attachments

Maximum size: 25MB

Drag/Drop files here or click the icon

Cancel

Clear

Make recurring

Save and new

Delayed Charge

Customer

Fouts Cookouts

Delayed Charge Date

18/09/2019

Location

AMOUNT

\$45.00

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	
1	Lawn Maintenance		1	45	45.00	GST	
2							

Add lines
Clear all lines

Memo

Attachments

Maximum size: 25MB

Drag/Drop files here or click the icon

Cancel

Clear

Make recurring

Save and new

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

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Overview
All Sales
Invoices
Customers
Products and Services

Customers

New customer

Unbilled Last 365 Days

Unpaid Last 365 Days

Paid

\$0

0 ESTIMATE

\$142

3 UNBILLED ACTIVITY

\$0

0 OVERDUE

\$9,239

3 OPEN INVOICES

\$14,163

3 PAID LAST 30 DAYS

Batch actions

Search

CUSTOMER / PROJECT / COMPANY	PHONE	SALES TAX	OPEN BALANCE	ACTION
<input type="checkbox"/> Blakey's Bin Liners <div>Blakey's Bin Liners</div>	905-555-2345		\$2,111.32	Receive payment
<input type="checkbox"/> Christopher's Orthotics <div>Christopher's Orthotics</div>	204-555-3456		\$235,788.01	Receive payment
<input type="checkbox"/> Cioran's Acorns <div>Cioran's Acorns</div>	905-555-3690		\$19,999,999,999...	Receive payment

Create Invoices from Delayed Charges

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

Method #1 Customer Centre

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

The screenshot shows the QuickBooks Customer Centre dashboard. At the top, there are tabs for Overview, All Sales, Invoices, Customers (selected), and Products and Services. Below the tabs, there's a 'Customers' section with a 'Clear Filter / View All' link and a 'New customer' button. A summary bar displays four categories: Estimate (\$0, 0 ESTIMATE), Unbilled Last 365 Days (\$142, 3 UNBILLED ACTIVITY), Unpaid Last 365 Days (\$0, 0 OVERDUE), and Paid (\$9,239, 3 OPEN INVOICES). A 'Paid' summary shows \$14,163 (3 PAID LAST 30 DAYS). Below this is a table with columns: CUSTOMER / PROJECT, COM, PHONE, SALES TAX, UNBILLED ACTIVITIES, UNBILLED AMOUNT, and ACTION. The first row shows 'Fouts Cookouts' with 3 Unbilled activities and an amount of \$135.00, with a 'Start invoice' button. At the bottom, there are navigation links: < First, Previous, 1-1, Next, Last >.

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

The screenshot shows the QuickBooks Invoice creation window. At the top, there's a header with 'Invoice' and navigation links like 'Take a tour', 'Help', and 'X'. The 'Customer' section shows 'Fouts Cookouts' with a dropdown and a '3 linked transactions' link. The 'Customer email' field contains 'foutscookouts@example.ca'. There are checkboxes for 'Online payments' (Cards, VISA, MASTERCARD, AMEX) and 'Get set up'. The 'BALANCE DUE' is prominently displayed as '\$141.75'. The 'Billing address' section shows 'Fouts Cookouts, 6789 Expensereport Road, Cityville BC A1A 1A4'. The 'Terms' are 'Net 30', 'Invoice date' is '30/09/2019', and 'Due date' is '30/10/2019'. The 'Sales Rep' field is empty. The 'Location' dropdown is also empty. Below this is a table with columns: #, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, AMOUNT, SALES TAX. The table contains four rows of 'Lawn Maintenance' with a quantity of 1 and a rate of 45, totaling an amount of 45.00 each. At the bottom, there are buttons for 'Add lines', 'Clear all lines', and 'Add subtotal'. The 'Subtotal' is \$135.00. At the very bottom, there are buttons for 'Cancel', 'Clear', 'Print or Preview', 'Make recurring', 'Customize', 'Save', and 'Save and close'.

Method #2 Invoice

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

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

Invoice

Customer: Fouts Cookouts
Customer email: foutscookouts@example.ca
Online payments: [Get set up](#)
☐ Cards

BALANCE DUE **\$0.00**

Add to Invoice
Filter by: All dates
[Add all](#)

Charge #1
Sept 4, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Charge #2
Sept 11, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Charge #3
Sept 18, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Billing address: Fouts Cookouts, Fouts Cookouts, 6789 Expensereport Road, Cityville BC A1A 1A4
Terms: Net 30
Invoice date: 18/09/2019
Due date: 18/10/2019
Location:
Sales Rep:
Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1						
2						

Subtotal: \$0.00

Message on invoice: This will show up on the invoice.
Discount percent:
Message on statement:
[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [Save](#) [Save and close](#)

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

Invoice

Customer: Fouts Cookouts
Customer email: foutscookouts@example.ca
Online payments: [Get set up](#)
☐ Cards

BALANCE DUE **\$141.75**

Add to Invoice
Filter by: All dates
[Add all](#)

Charge #1
Sept 4, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Charge #2
Sept 11, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Charge #3
Sept 18, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Billing address: Fouts Cookouts, Fouts Cookouts, 6789 Expensereport Road, Cityville BC A1A 1A4
Terms: Net 30
Invoice date: 18/09/2019
Due date: 18/10/2019
Location:
Sales Rep:
Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Lawn Maintenance		1	45	45.00	GST
2	Lawn Maintenance		1	45	45.00	GST
3	Lawn Maintenance		1	45	45.00	GST
4						

Subtotal: \$135.00

Message on invoice: This will show up on the invoice.
Discount percent:
Message on statement:
[Cancel](#) [Clear](#) [Print or Preview](#) [Make recurring](#) [Customize](#) [Save](#) [Save and close](#)

▶ Delayed Credit

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

To create a Delayed Credit:

1. Click **New**.
2. Click **Delayed Credit**.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print cheques		

[Show less](#)

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

Delayed Credit
? Help X

Customer

Fouts Cookouts

Delayed Credit date

18/09/2019

Location

AMOUNT

\$22.50

Amounts are

Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
+	1	Lawn Maintenance	1	22.50	22.50	GST
...	2					

Add lines

Clear all lines

Memo

Total

\$22.50

Attachments

Maximum size: 25MB

Drag/Drop files here or click the icon

Show existing

Cancel

Clear

Make recurring

Save and new

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

Invoice Take a tour Help X

Customer Customer email Online payments [Get set up](#)

☐ Cards

☐ Send later Co/Bcc

BALANCE DUE
\$0.00

Charge #1
Sept 4, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Charge #2
Sept 11, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Charge #3
Sept 18, 2019
\$45.00 | Taxable
[Add](#) [Open](#)

Credit #4
Sept 18, 2019
\$-22.50 | Taxable
[Add](#) [Open](#)

Billing address
Fouts Cookouts
Fouts Cookouts
6789 Expensereport Road
Cityville BC A1A 1A4

Terms **Invoice date** **Due date** **Location**

Sales Rep

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1						
2						

[Add lines](#) [Clear all lines](#) [Add subtotal](#)

Subtotal \$0.00

Message on invoice

Message on statement

Invoice Take a tour Help X

Customer Customer email Online payments [Get set up](#)

☐ Cards

☐ Send later Co/Bcc

BALANCE DUE
\$118.12

4 linked transactions

Billing address
Fouts Cookouts
Fouts Cookouts
6789 Expensereport Road
Cityville BC A1A 1A4

Terms **Invoice date** **Due date** **Location**

Sales Rep

Amounts are

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Lawn Maintenance		1	45	45.00	GST
2	Lawn Maintenance		1	45	45.00	GST
3	Lawn Maintenance		1	45	45.00	GST
4	Lawn Maintenance		-1	22.50	-22.50	GST
5						

To learn how to work with delayed charges watch this video: https://youtu.be/M_4tPsC4Jp0

▶ Sub-Customers

At times in your business, you may want to track more detail about customers. At times, you may work on different jobs, or projects for customers. QuickBooks lets you track the details of these customer projects using sub-customers. A sub-customer is a name linked to the customer. As you create a sub-customer, QuickBooks will display the name indented below the “parent” customer on the customer centre. To create a sub-customer:

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

The screenshot shows the 'Customer' form in QuickBooks. At the top, the title is 'Customer' with a menu icon and a close button. Below the title, there is a dropdown for 'Currency (set by parent customer)' with 'CAD Canadian Dollar' selected. The main section is titled 'Name and contact' with an expand/collapse arrow. It contains several input fields: 'Title' (empty), 'First name' (Jane), 'Middle name' (empty), 'Last name' (Fox), and 'Suffix' (empty). Below these is a 'Customer display name *' dropdown with 'Pool Project' selected. Further down are 'Company name' (empty) and 'Name to print on cheques' (Pool Project). There are also fields for 'Email' (empty), 'Phone number' (809 809-7777), 'Mobile number' (empty), 'Fax' (empty), 'Other' (empty), and 'Website' (empty). At the bottom, there is a checkbox labeled 'Is a sub-customer' which is checked, and a 'Parent customer' dropdown with 'Benjamin Yeung' selected. A green 'Save' button is located at the bottom right of the form.

Estimates & Quotes

Many small businesses create proposals, quotes, or estimates for projects or jobs for customers. QuickBooks includes an Estimate transaction that lets you create an Estimate for a customer and then copy the estimate to the invoice.

QuickBooks lets you create multiple estimates for any project or job. You can assign a status of **Pending**, **Accepted** or **Rejected**.



NOTE The Estimate transaction is a non-posting transaction. This means that you can create as many estimates as needed for any customer and it won't affect your accounting until you convert the estimate to an invoice. At this point you record a sale in your business.

Creating an Estimate is similar to the Invoice. It lets you:

- Customize the headings, fields, and columns that appear on your estimates.
- Apply each estimate to a customer or job or apply multiple estimates to a job.
- Start with a blank estimate and enter items already on your Items list, or enter new items as you write. You can also start with a saved estimate (recurring transaction) that is partly filled in. Making an estimate a recurring transaction is useful if your estimates often contain the same information.
- Modify an existing estimate anytime and resubmit it to your customer.
- E-mail the estimate to your customer directly from QuickBooks.
- Convert estimates in a series of progress invoices based on %'s or amounts of the entire estimate or individual lines on the estimate form.

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

1. Click the **Gear** menu.
2. Click **Account and Settings** and then click **Sales**.
3. Click the pencil icon next to **Progress Invoicing** to edit.

4. Select the checkbox labeled **Create multiple partial invoices from a single estimate**.

Account and Settings Help X

Category	Setting	Value	Action
Company	Service date	Off	
	Discount	On	
	Deposit	Off	
Sales	Products and services		
	Show Product/Service column on sales forms	On	
	Show SKU column	Off	
	Turn on price rules NEW	Off	
	Track quantity and price/rate	On	
	Track inventory quantity on hand	On	
Expenses	Progress Invoicing		
	Create multiple partial invoices from a single estimate	<input type="checkbox"/>	
	Cancel Save		
	Messages		
	Default email message sent with sales forms		
Advanced	Reminders		
	Auto invoice reminders	Off	
	Online delivery		
Email options for all sales forms			
Statements			
Show aging table at bottom of statement		On	

Done

5. Click **Save**.

Creating Estimates

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

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print cheques		

[Show less](#)

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

Estimate

Customer: Cioran's Acorns
 Estimate status: Pending (dropdown menu open showing Pending, Accepted, Closed, Rejected)
 Email: cioransacorns@example.ca
 Send later: ☐
 Billing address: Cioran's Acorns, Cioran's Acorns, 4890 Easy Street, Midtown ON A1A 1
 Estimate date: 18/09/2019
 Expiration date:
 Sales Rep:

3. Enter the **Date**.
4. In the body of the estimate add the **Products/services** you're selling to the customer.
5. Enter the **Description, Quantities, Amounts** and **Sales Tax**.

Estimate

Customer: Cioran's Acorns
 Email: cioransacorns@example.ca
 Send later: ☐
 Billing address: Cioran's Acorns, Cioran's Acorns, 4890 Easy Street, Midtown ON A1A 1A8
 Estimate date: 01/11/2019
 Expiration date:
 Sales Rep:
 Location:
 Amount: **\$26,250.00**
 Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX
1	Landscaping Work	Landscaping work at property	1	25,000	25,000.00	GST
2						
3						

 Add lines Clear all lines Add subtotal Subtotal **\$25,000.00**
 Message displayed on estimate Discount percent **\$0.00**
 Cancel Clear Print or Preview Make recurring Customize Save **Save and send**

6. Click **Save**.

Reporting on Estimates

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

Customers

Unbilled Last 365 Days: \$26,250 (1 ESTIMATE)

Unpaid Last 365 Days: \$0 (0 UNBILLED ACTIVITY)

Paid: \$14,163 (3 PAID LAST 30 DAYS)

CUSTOMER / PROJECT / COMPANY	PHONE	SALES TAX	OPEN BALANCE	ACTION
Blakey's Bin Liners	905-555-2345		\$2,111.32	Receive payment
Christopher's Orthotics	204-555-3456		\$235,788.01	Receive payment
Cioran's Acorns	905-555-3690		\$19,999,999,999...	Receive payment
Fouts Cookouts	604-555-4567		\$1,352.12	Receive payment
Higgs Food Market	604-555-1234		\$234,000.12	Receive payment

Run a report on estimates:

1. Click **Reports**.
2. Scroll to **Sales and Customers**.
3. Click **Estimates by Customer**.

Sort ▼ Add notes

Green Tree Landscapes

ESTIMATES BY CUSTOMER

All Dates

DATE	#	ESTIMATE STATUS	ACCEPTED DATE	ACCEPTED BY	EXPIRATION DATE	INVOICE #	AMOUNT
▼ Cioran's Acorns							
01/11/2019	1001	Pending					26,250.00
Total for Cioran's Acorns							\$26,250.00

Copying Estimates to Invoices

After you've created estimates and delivered the product and services to the customer, you can copy the estimate information directly to the invoice. You can copy the entire estimate at one time or use Progress Invoicing to convert the estimate multiple times. This lets you convert specific percentages or amounts of the estimate or specific amounts of specific lines from the estimate over an extended period of time.

To copy an estimate to an invoice:

1. Click the **New** menu.
2. Click **Invoice**.
3. Choose the customer and then press tab. QuickBooks display the open estimates in the right side of the Invoice window.
4. Click **Add** or **Add all** to the estimates you want to copy across.

The screenshot shows the QuickBooks 'Invoice' window. The 'Customer' is 'Cioran's Acorns' with email 'cioransacorns@example.ca'. The 'BALANCE DUE' is \$0.00. The 'Add to Invoice' sidebar on the right shows a filter set to 'All dates' and a list of estimates. The first estimate, 'Estimate #1001' dated 'Nov 1, 2019', has a total of '\$26,250.00 | Taxable' and is for 'Landscaping work at property'. A green arrow points from the 'Add' button in this sidebar to the 'Add lines' button in the main invoice table.

#	PRODUCT/SERVICE	DESCRIPTION	QUANTITY	RATE	AMOUNT	SALES TAX
1						
2						

Subtotal: \$0.00

Message on invoice: This will show up on the invoice.

Discount percent: \$0.00

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

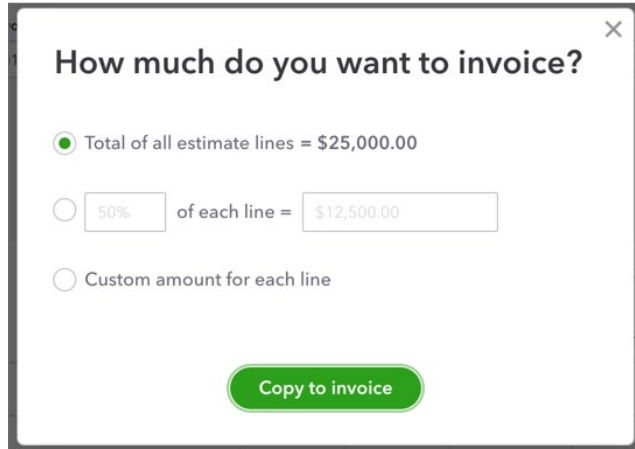


NOTE QuickBooks recognizes that you're converting an estimate to an invoice and asks you the question: **How much do you want to invoice?** You have three options:

- **Total of all estimate lines**—This option lets you invoice the entire amount of the estimate and the estimate is closed automatically.
- **% of each line**—This option lets you enter a % to invoice. This will invoice a set percentage of each line on the estimate.
- **Custom amount for each line**—This option lets you enter a \$dollar amount for each line on the estimate.

5. Select the option that works for your situation.
6. Enter the %'s or amounts as needed.

7. Click **Copy to invoice**.



How much do you want to invoice?

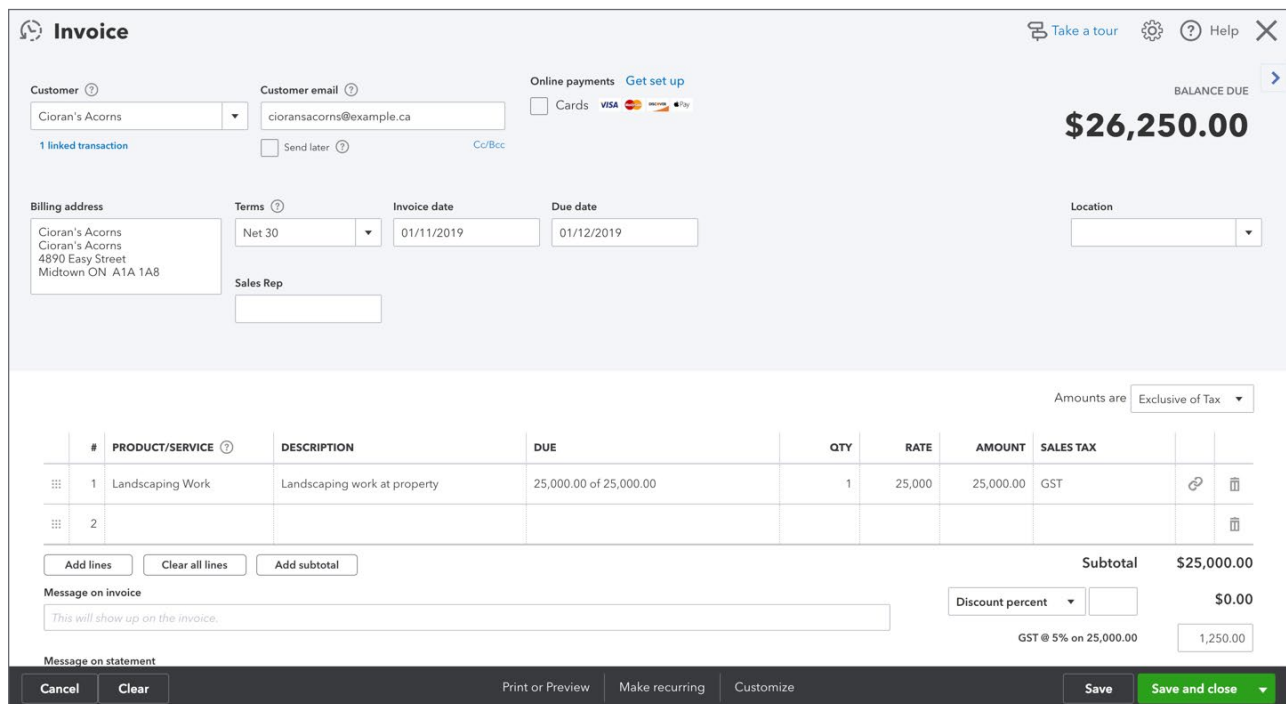
☒ Total of all estimate lines = \$25,000.00

☐ 50% of each line = \$12,500.00

☐ Custom amount for each line

Copy to invoice

QuickBooks copies that amount to the invoice. Enter any other details as needed on the invoice. Click **Save and close** to save the progress invoice.



Invoice

Customer: Cioran's Acorns
Customer email: cioransacorns@example.ca
Online payments: [Get set up](#)
1 linked transaction
Send later: ☐ Co/Bcc

Billing address: Cioran's Acorns, Cioran's Acorns, 4890 Easy Street, Midtown ON A1A 1A8
Terms: Net 30
Invoice date: 01/11/2019
Due date: 01/12/2019
Sales Rep:
Location:

BALANCE DUE
\$26,250.00

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	SALES TAX
1	Landscaping Work	Landscaping work at property	25,000.00 of 25,000.00	1	25,000	25,000.00	GST
2							

Subtotal: \$25,000.00
Discount percent: \$0.00
GST @ 5% on 25,000.00: 1,250.00

Message on invoice:
Message on statement:

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

To learn how to work with estimates watch this video: <https://youtu.be/CSJT0Ug80LA>

Reimbursable Expenses

In some businesses, you may incur expenses that you will be reimbursed by your customers. This is common in many types of services business like law firms, consulting firms, and other service

professionals. Reimbursable expenses vary from business to business; i.e., a lawyer may seek reimbursement for laser copies, postage, delivery, etc.

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

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

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

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

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

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

Account and Settings Help X

Company

Sales

Expenses

Advanced

Bills and expenses

Show Items table on expense and purchase forms ? ☒

Track expenses and items by customer ? ☒

Make expenses and items billable ? ☒

☐ Markup with a default rate of % ?

☒ Track billable expenses and items as income ?

Default bill payment terms

Purchase orders

Use purchase orders **On** ✎

Messages

Default email message sent with purchase orders ✎

[Privacy](#) | [Security](#) | [Terms of Service](#)



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

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

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

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

To track time to a sub-customer:

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

Weekly Timesheet

Chuck's Sod ▼ 29/12/2019 to 4/1/2020 ▼

TOTAL HOURS 40:00

#	DETAILS	SUN 29	MON 30	TUE 31	WED 1	THU 2	FRI 3	SAT 4	TOTAL
1	Christopher's Orthotics Sod planting. <input checked="" type="checkbox"/> Billable (/hr) 50.00	8:00	8:00	8:00	8:00	8:00			Hrs 40:00 Billable \$2,000.00
2	Choose a customer Description <input type="checkbox"/> Billable (/hr)								
3	Choose a customer Description <input type="checkbox"/> Billable (/hr)								
TOTAL		8:00	8:00	8:00	8:00	8:00			40:00

To track expenses to a sub-customer:

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

Expense Take a tour Help X

Payee: Payment account: Balance \$14,163.45 AMOUNT **\$3,150.00**

Payment date: Payment method: Ref no.: Location:

Amounts are:

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	CUSTOMER
1	Job Materials	Sod	3,000.00	GST	<input checked="" type="checkbox"/>	Christopher's Ort
2						

► Item details

Memo:

Subtotal: **\$3,000.00**

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

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

5. Click **Save**.

Cheque no.2 Help ×

Payee: Deere Snow Removal Bank Account: Chequing Balance \$11,013.45

AMOUNT **\$2,625.00**

Mailing address: Deere Snow Removal Payment date: 01/11/2019

Cheque no.: 2 ☐ Print later Location:

Amounts are: Exclusive of Tax

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	CUSTOMER
1	Subcontractors	subcontracted services	2,500.00	GST	<input checked="" type="checkbox"/>	Christopher's Ort
2						

► Item details

Memo

Subtotal **\$2,500.00**

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

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

5. Click **Save**.

Bill
Help

Supplier
Bobcat Unlimited

Mailing address
Bobcat Unlimited

Terms

Bill date
01/11/2019

Due date
01/11/2019

Bill no.

Location

BALANCE DUE
\$1,363.95

Amounts are
Exclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	CUSTOMER
1	Subcontractors	bobcat services	1,299.00	GST	✓	Christopher's Orthotics
2						

Add lines
Clear all lines

Item details

Memo

Subtotal
\$1,299.00

Cancel
Clear

Make recurring

Save
Save and close

Transfer Billable Expenses and Time to Customer

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

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

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

Invoice Take a tour Help X

Customer ? Christopher's Orthotics 4 linked transactions Customer email ? chris_smith@example.ca Send later Co/Bcc Online payments Get set up ☐ Cards VISA MasterCard Amex Pay

BALANCE DUE > **\$4,350.00**

Billing address ? Christopher's Orthotics
Christopher's Orthotics
67 Invoiceme Street
Townville MB A1A 1A3

Terms ? Net 30 ? Invoice date 01/11/2019 Due date 01/12/2019 Location ?

Sales Rep ?

#	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX		
1	Hours	Sod planting.	50	8.00	400.00			
2	Hours	Sod planting.	8	50.00	400.00			
3	Hours	Sod planting.	8	50.00	400.00			
4		Sod			3,000.00	GST		
5								

Amounts are Exclusive of Tax

Billable expense
Jan 2, 2019
\$400.00
Sod planting.
Add Open

Added to your invoice

Billable expense
Nov 1, 2019
\$2,500.00 | Taxable
subcontracted services
Add Open

Billable expense
Nov 1, 2019
\$1,299.00 | Taxable
bobcat services
Add Open

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

Invoice Take a tour Help X

Customer ? Christopher's Orthotics 8 linked transactions Customer email ? chris_smith@example.ca Send later Co/Bcc Online payments Get set up ☐ Cards VISA MasterCard Amex Pay

BALANCE DUE > **\$9,138.95**

Billing address ? Christopher's Orthotics
Christopher's Orthotics
67 Invoiceme Street
Townville MB A1A 1A3

Terms ? Net 30 ? Invoice date 01/11/2019 Due date 01/12/2019 Location ?

Sales Rep ?

#	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX		
1	Hours	Sod planting.	8	50.00	400.00			
2	Hours	Sod planting.	8	50.00	400.00			
3	Hours	Sod planting.	8	50.00	400.00			
4		Sod			3,000.00	GST		
5	Hours	Sod planting.	8	50.00	400.00			

Amounts are Exclusive of Tax

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