Unlock the Knowledge
Tips and Tricks

Brought to you by: Solution Resources, Inc.

Presented by:
Stacy Y. Patrick, CPA
Advanced Certified QuickBooks ProAdvisor
Managing Partner

Sandy Robertson
Advanced Certified QuickBooks ProAdvisor
Founding Partner
Objectives

- Job Costing
- Payroll and Job Cost
- Job Cost Inventory for Lump Sum Contracts
Inventory to Jobs

I have a lump sum contact.

How do I job cost my inventory?

- Use Sales Receipts to Transfer Inventory Costs to Jobs
- Create the Sales Receipt with the Inventory items used on the job.
- Create a Discount item that is mapped to the same revenue account that is used for the inventory items.
- If you have multiple revenue accounts you will need multiple discounts items.
Sales Receipt

Sold To:
The Ultimate Pet Resort
Tampa, FL 33624

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>U/M</th>
<th>Rate</th>
<th>Class</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Janitorial O24 -</td>
<td>1</td>
<td>ea</td>
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<td>195.00</td>
<td></td>
</tr>
<tr>
<td>HVAC Equip... - Janitorial O24-Condenser</td>
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<td>ea</td>
<td>184.60</td>
<td>184.60</td>
<td></td>
</tr>
<tr>
<td>HVAC Equip... - Control Box</td>
<td>1</td>
<td>ea</td>
<td>32.50</td>
<td>32.50</td>
<td></td>
</tr>
<tr>
<td>HVAC Equip... - Panel</td>
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<td></td>
<td></td>
<td></td>
<td>412.10</td>
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<tr>
<td>Inventory Allocation Discount</td>
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<td>-100.0%</td>
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<td>-412.10</td>
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Total: 0.00
### Demo Enterprise V-10

#### Transaction Journal

**All Transactions**

<table>
<thead>
<tr>
<th>Tran #</th>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Item</th>
<th>Item Description</th>
<th>Account</th>
<th>Class</th>
<th>Sales Price</th>
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<th>Credit</th>
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<tr>
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<td>Douglas Enterprises Inc.: The Ultimate Pe...</td>
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<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Dougas Enterprises Inc.: The Ultimate Pe...</td>
<td>HVAC E...</td>
<td>Janitro624-Conce...</td>
<td>40000</td>
<td>Contract In...</td>
<td>155.00</td>
<td>155.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>Dougas Enterprises Inc.: The Ultimate Pe...</td>
<td>HVAC E...</td>
<td>Janitro624-Conce...</td>
<td>12100</td>
<td>HVAC Inv...</td>
<td>0.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Dougas Enterprises Inc.: The Ultimate Pe...</td>
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<td>Janitro624-Conce...</td>
<td>50000</td>
<td>Job Cost</td>
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<td>HVAC Inv...</td>
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<tr>
<td></td>
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<td>Dougas Enterprises Inc.: The Ultimate Pe...</td>
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<td>Panel</td>
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<td>Material</td>
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<td>25.00</td>
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**TOTAL**

<table>
<thead>
<tr>
<th></th>
<th>Debit</th>
<th>Credit</th>
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<tbody>
<tr>
<td></td>
<td>729.10</td>
<td>729.10</td>
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</table>
Use a Zero Sales Receipt

Reflect item qty at no cost
## Zero Sales Receipt

**Behind the Scenes Accounting**

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### Demo Enterprise V-10

#### Transaction Journal

**All Transactions**

<table>
<thead>
<tr>
<th>Trans #</th>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Item</th>
<th>Item Description</th>
<th>Account</th>
<th>Class</th>
<th>Sales Price</th>
<th>Debit</th>
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<tbody>
<tr>
<td>13223</td>
<td>Sales Receipt</td>
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<td>7</td>
<td>Douglas Enterprise...</td>
<td></td>
<td></td>
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<td>13900 - Undeposit...</td>
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<td>0.00</td>
<td>0.00</td>
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<td></td>
<td></td>
<td>Douglas Enterprise...</td>
<td>Janitrol024-Cond...</td>
<td>HVAC E...</td>
<td></td>
<td>40000 - Contract In...</td>
<td></td>
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<td>0.00</td>
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<tr>
<td></td>
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<td>HVAC E...</td>
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<td>12100 - HVAC Inv...</td>
<td></td>
<td>0.00</td>
<td>150.00</td>
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<td></td>
<td>Douglas Enterprise...</td>
<td>Janitrol024-Cond...</td>
<td>HVAC E...</td>
<td></td>
<td>50000 - Job Cost</td>
<td></td>
<td>0.00</td>
<td>150.00</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Douglas Enterprise...</td>
<td>Janitrol024-Cond...</td>
<td>HVAC E...</td>
<td></td>
<td>40000 - Contract In...</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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<td>Douglas Enterprise...</td>
<td>Janitrol024-Cond...</td>
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<td>12100 - HVAC Inv...</td>
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</tr>
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<td></td>
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<td></td>
<td></td>
<td>Douglas Enterprise...</td>
<td>Janitrol024-Cond...</td>
<td>HVAC E...</td>
<td></td>
<td>50001 - Material</td>
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<td>0.00</td>
<td>142.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>Douglas Enterprise...</td>
<td>Panel</td>
<td>HVAC E...</td>
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<td>40000 - Contract In...</td>
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<td>Douglas Enterprise...</td>
<td>Panel</td>
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<td></td>
<td>12100 - HVAC Inv...</td>
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<td>0.00</td>
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<td></td>
<td></td>
<td>Douglas Enterprise...</td>
<td>Panel</td>
<td>HVAC E...</td>
<td></td>
<td>50001 - Material</td>
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**TOTAL**

<table>
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<tr>
<th>Debit</th>
<th>Credit</th>
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<tbody>
<tr>
<td>317.00</td>
<td>317.00</td>
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</table>
Cost works the same in both methods. Using the Discount Adjustment item the income is reflected, entering a -0- sales price there is no income associated with the item.

If you use Groups to invoice, you do not need either method. The inventory is depleted when invoice is issued.
Use Invoice and Sales Order

Using Sales Orders

- You can use either method we previously discussed either sales price and Inventory adjustment item or zero selling price.

- Difference hits Accounts Receivable as a zero dollar invoice and will appear on statements.

- The above method Sales receipt is preferable if you send statements to your clients.
Project Manager can update
Using Inventory Adjustments

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Ordered</th>
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<th>Class</th>
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<td>Janitorial0124 Condenser</td>
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<tr>
<td>HVAC Equipment: Jantest024</td>
<td>1</td>
<td>ea</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>HVAC Equipment: 1002 Jantest024</td>
<td>1</td>
<td>ea</td>
<td></td>
<td>0.00</td>
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<tr>
<td>HVAC Equipment: 1003 Panel</td>
<td>1</td>
<td>ea</td>
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<td>0.00</td>
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Notes:

Total: 0.00
Invoice can be created from Sales Order

<table>
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<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Memo</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Douglas Enterprises Inc.</td>
<td>01/06/2010</td>
<td>w10</td>
<td>Complete</td>
<td>0.00</td>
</tr>
<tr>
<td>The Ultimate Pet Resort</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>Total The Ultimate Pet Resort</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Total Douglas Enterprises Inc.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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</tbody>
</table>
QuickBooks Myths

A lot of the QuickBooks Myths are perpetrated by Intuit’s competitors.

Data import into the General Ledger—One competitor list on their comparison sheet QuickBooks only imports via IIF format. QuickBooks has the capability of importing via IIF, QODBC and the Software Development Kit.

QuickBooks only uses average costing however Fishbowl and ACCTivate and MISys are a few Inventory applications that interface with QuickBooks Enterprise that have alternate methods such as LIFO and FIFO.

www.marketplace.com
Myth Busters

Myth #1: QuickBooks is only for small businesses

**Reality:** QuickBooks is the #1 financial management software for mid-sized firms with 20 to 500 employees. And Enterprise Solutions – the most powerful QuickBooks product for larger, growing businesses – has already been chosen by over 38,000 companies like yours.

Myth #2: Businesses don't switch to QuickBooks from other mid-market applications like Sage MAS 90 and Microsoft Great Plains

**Reality:** Over 6,000 businesses have already switched to Enterprise Solutions from other more complex solutions. Former users of MAS 90, Great Plains and other mid-market applications realized those solutions were just too complex and too expensive to maintain, and they just weren’t worth the hassle.
Myth Busters

Myth #3: With QuickBooks you are on your own for migrating your existing data and getting set-up

**Reality:** Intuit and Solution Resources offer a data conversion service that can help you convert your business data to Enterprise Solutions from a number of common applications, including Microsoft Great Plains, Sage MAS 90, Sage MAS 200, and Sage BusinessWorks. Solution Resources has converted Great Plans, MAS 90, Timberline, Master Builder, Peachtree clients to QuickBooks Enterprise Solutions.
Inventory Workarounds and Troubleshooting

How QuickBooks Calculates Average Cost

- QuickBooks uses average cost—and not another method such as LIFO or FIFO—to determine the value of your inventory.
- QuickBooks recalculates average cost during normal QuickBooks use in the following ways:
  - When you record the purchase of an Inventory Part Item or the purchase of an Inventory Assembly Item.
  - When you change the value or quantity of an Inventory Part Item or Inventory Assembly Item using an Inventory Adjustment.
  - Record a build of an Inventory Assembly Item.
  - The sale of Inventory Part Items and Inventory Assembly Items does not change average cost. However, average cost does play a key role.
QuickBooks posts a credit to Inventory Asset and a debit to Cost of Goods Sold for each inventory item you enter on a sales form.
QuickBooks calculates this post to Inventory Asset/Cost of Goods Sold using the average cost of the item as of the date and time you record the sales transaction.
Job Costing and Outsourced Payroll

Look at Intuit Assisted Payroll

- Lower Price than ADP, Paychecks
- Able to Job Cost within QuickBooks
- If Workers Compensation is not an issue
  - We have referrals for Workers Compensation
- If you must use a PEO then use the Payroll Module in QuickBooks without a Subscription.
  - Type Manual Payroll in the Help Section and instruction for manual payroll is available
Job Costing and Outsourced Payroll

ADP - Paychex other PEOs

- Set up the payroll to produce a manual payroll
- Go to Help enter Manual Payroll - Follow Instructions
- Use the Time Sheet to create payroll for salaried and hourly employees for job costing
- Check Use Time Sheets to Create Paychecks in Employee Master File
- Set up a payroll clearing bank account.
- Set up the default payroll to not calculate the payroll taxes, you can also select default to use time sheets.
- Go to Employee Center, Manage Employee Information
  - Set Default Taxes – Don’t Withhold and Do Not Select a State
Set up a payroll job costed item for the employer expense, point to the COGS account.
You will want to set up the payroll item for G&A also.
This can be broken down based on how the you want to see payroll expense.
The offset is the payroll clearing.

Set up Wages as required pointing to appropriate a account.
You only need to enter gross payroll, entering deductions is not required.
Credit paychecks (Gross Payroll) using the payroll clearing account.
If everything is set up correctly the payroll clearing should be the Gross Payroll + Payroll Expenses.
Create a check for the payroll leasing company, and debit the payroll clearing account enter the payroll processing fees to the correct account.
Payroll Clearing Account should always be -0
Job Costing and Outsourced Payroll

Intuit Assisted Payroll

- Pay employees anytime – no need to submit timesheets
- Payroll taxes and filings are guaranteed accurate and on time
- Easy-to-use—run payroll with just a few clicks
- Job costing – Effortlessly track job costs and profitability by project
- Benefits of outsourced payroll for less than the cost of ADP or Paychex

Call us as Solution Providers we are assigned a Payroll Specialist to assist our clients.
Job Costing and Outsourced Payroll

Workers Compensation
QuickBooks Post these cost to one payroll expense. You can separate Social Security form Medicare and Unemployment you can not post overhead and Job cost with the QuickBooks calculated payroll expense.

Set up a Contra Account for these payroll expenses. Parent Account with Sub Accounts

Set up a payroll item
Payroll Burden Jobs

Florida Unemployment

_Edit payroll item (Company Contribution: Fla Unemployment)_

**Name used in paychecks and payroll reports**

Enter name for company contribution:

_Fla Unemployment_

For example, if you are creating a company-paid expense, such as health insurance, you may want to call it 'Health Insurance'.

**Track Expenses By Job**

To track expenses by customer and job, by class, and by service item, select the checkbox. For more information, click Help.

**Payroll item is inactive**

To hide this item on the Payroll Item list, select the checkbox.
Payroll Burden Jobs

Florida Unemployment

Agence for company-paid liability

Enter name of agency to which liability is paid:

Enter the number that identifies you to agency:

Liability account (company-paid):
This liability account tracks company contributions to be paid. You can change this account at any time.

Expense account:
Company-paid contributions are an expense to your company. You can change this account at any time.
Payroll Burden Jobs

Florida Unemployment

Calculate based on quantity

- Calculate this item based on quantity
  Select this item if you want this payroll item to be calculated based on a quantity that you enter manually on paychecks.

- Calculate this item based on hours
  Select this item if you want this payroll item to be calculated based on the Regular Pay and Overtime Pay hours worked.
  Include Sick and Vacation hours

- Neither
  Select this item if you want this payroll item to be based on a percent of Net or Gross, or a flat amount per paycheck.
Payroll Burden Jobs

Florida Unemployment

Default rate and limit

The rate you enter here will be the default rate for this item when added to the employee record. To change the rate or amount for a particular employee, edit their record directly.

QuickBooks will use the number in the employee record when calculating paychecks. Enter a percent symbol (%) after the number if this is a percentage.

2.7%

If this item has an upper limit, enter it here. If you leave the limit blank on an employee's record, this limit will be used. If you leave this limit blank, the limit entered on an employee’s record will be used. If you enter a limit both here and on an employee’s record, the lower of the two will be used.

8,500.00

This is an annual limit. (Restart calculations at the beginning of every year.)
Workers Compensation

Track Workers Compensation Rates

Pay as you go available with Harford and other Insurance Companies
Workers Compensation

Workers Compensation Rates

Pay as you go available with Harford and other Insurance Companies
Work in Progress

Set up WIP as a Job Type or Customer Type
Work in Progress

Set up WIP as a Job Type or Customer Type

Modify Report: Job Estimates vs. Actuals Summary

Choose Filter
- Filter
- Job Type
  - Detail Level
  - Due Date
  - Entered/Modified
  - Estimate Active
  - FOB
  - P.O. Number
  - Job Type
  - Name Address

Current Filter Choices
- Filter
  - Name
  - Estimate Active
  - Job Type
  - Posting Status
- Set to
  - All names
  - Yes
  - 01 In Progress
  - Either

Job Type Filter
Choose the job type from the drop-down list. To select several job types, choose 'Multiple job types.'
WIP Accounting and Over/Under Billings

Using percentage complete accounting, also referred to as over/under billing, you declare income during the period that you earn it, determined by the percentage of work completed. The percentage complete accounting method allows you to compare the expenses and income generated during the same period. Otherwise, reports such as income statements provide a misleading view of the profitability because it contains the expenses for the current period and income for previous periods.
Work in Progress

WIP Assets—Shown in the Balance Sheet and typically used for

- speculative builders (when the construction company owns the project and will sell it or keep it upon completion)
- and those who use the Completed Contract method of accounting
Completed Contract Method of Accounting

Tax
Journal Entry to Profit and Loss

Journal Entry at Closing

Need to Record Income and Job Cost to the Profit and Loss
Reconciling Job Cost to Income Statement

Profit and Loss by Job

- Profit and Loss Standard
- Profit and Loss by Job

Compare:
- Income
- Cost of Goods Sold
- Gross Profit
Customer Pay Vendor Bills Directly

To track the overall costs/revenue of the project:

1. Create a bank Clearing Account
2. Create the invoice to the customer and bills for vendors as usual.
3. Create a customer payment from for the amount of funds that the owner was paid directly from the bank and deposit the amount of the customer payment in the “Clearing” bank account.
4. Request from the owner copies of the bills and checks written. Then, pay the same bills assigning the owner’s check number using the same “Owner Paid bills Clearing” bank account.
5. Reconcile the “Owner Paid bills Clearing” bank account at the end of each draw cycle. The balance should always be -0-.
Setup

• Make a list of each piece of equipment that you wish to track and determine their hourly cost to operate

• In QuickBooks, using either the Vendor or Other Names List; set up each piece of equipment as a vendor or an entry in the Other Names List.

• In your QuickBooks Chart of Accounts verify that you currently have an account to track your equipment costs; this should be a Cost of Goods Sold Account
Set up Equipment for Job Costing

• In your QuickBooks Item List, set up each piece of equipment as a Service Item; making it a “double sided” item by checking the box that says “This service is used in assemblies or is performed by a subcontractor or partner”. (The wording for this will vary depending upon your version of QuickBooks).

  a. In the Cost box, enter the hourly rate that it costs you to run this piece of Equipment
  b. In the Expense Account, use the drop down list to select the account from Item #3 above
  c. In the Description on Sales Transactions box, enter something like “[Equipment name] hourly rate”
  d. In the Sales Price Box, enter the standard hourly rate that you charge your customers for the use of this piece of equipment
  e. Select the appropriate Tax Code
  f. In the Income Account, use the drop down list to select your usual income account
5. Repeat steps 2-4 for each piece of Equipment that you are going to track.

Now that you have all of your pieces of equipment setup; we are ready to put this into place.

1. Start with a Weekly Timesheet, and select the piece of Equipment from the Name dropdown list
2. From the Customer: Job dropdown list, select the Job that this piece of equipment was used on
3. From the Service Item dropdown list, select the appropriate equipment item that you set up in Step #4 above
4. Enter the hours per day that the piece of equipment was operated
5. If you will be pulling this onto an Invoice leave the little invoice icon in the last column alone, if not click on the invoice icon to “x” it out

By entering the time in the timesheet, these hours will now appear in your Jobs, Time, and Mileage Reports.
Equipment Job Cost

Set up Equipment for Job Costing

1. Choose to Enter Bills.
2. Select the Vendor or Other Name entry that you created for this piece of Equipment.
3. A message box will appear that says “This name has time data in the company file. Do you want this check or bill to represent time worked?” You should select Yes.
4. Another message box will appear asking you to “Select time period for which you want to pay”, enter the dates for the work week and select OK.
5. All of the time entries will populate the Items Tab on the Enter Bill Screen and you will see the total amount of the costs for the time period that you chose.
6. Switch to the Expenses Tab.
7. Select the Account that you created in Step #3 in the Setup section and enter the full amount as a negative entry – thus creating a $0 bill.
8. This has no negative effect on your Profit & Loss Reports.
A couple of things to keep in mind.

1. If you want the job costs to fall into the week that the equipment was actually on the job you need to enter the bill to record the costs on the last day of that week.
2. If you have several pieces of equipment that you wish to track in this manner, it will add to the growth speed of your QuickBooks file, should not be an issue in Enterprise
3. You have to diligently follow all of the steps contained in this document and periodically review your Open Payables Report to make sure that you have not forgotten to 0 out the bill.
# Equipment Job Cost

## Set up Equipment for Job Costing

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Type</th>
<th>Cost</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Assets: Equipment Job Cost</td>
<td>Equipment Job Cost - Do Not Post 2004 Caterpillar 305CR Mini Excavator</td>
<td>Service</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
Backorder Column on PO, SO, INV

• Receive part of an order
• Partially fulfill an order
• Track remainder until completely received/fulfilled
• On all order-related transactions
Advanced Inventory Functionality

Features for purchasing, production, and sales

**Purchasing**
- Manufacturer’s Part Number*
- Backorder on Purchase Order

**Production & Inventory Control**
- Unit of Measure Conversion
- Bill of Materials: ability to track non-inventory parts
- New! Multiple Warehouse Location Tracking**
- New! Serial and Lot Tracking**
- New! Bar Coding**

**Sales**
- Available to Promise
- Sales Order Fulfillment Worksheet
- Pricing Enhancements:
  - Enhanced Rounding Options*
- Bill of Materials: Ability to add non-inventory part to COGS.
- Multiple SO to INV
- Multiple Ship-To*
- Backorder on SO/INV
- Print Pick List/ Packing Slip from SO

*Also in Pro/Premier (all)
**Available with Intuit Warehouse Management ES. One seat license of Intuit Warehouse Management ES is available to all Enterprise Solutions customers with an active Full Service Plan. Monthly service fees apply for additional licenses.
Available To Promise

Quickly see your complete inventory status on an item, all on 1 screen.

Drill down to see details on pending sales orders, builds, and purchase orders.
Sales Order Fulfillment Worksheet

Sort the orders to ship using the criteria that are most important to you, such as:
- Oldest orders
- Largest shippable dollar amount
- Orders that can be filled completely

The icons show the sales orders that are:
- Fully shippable
- Partially shippable
- NOT shippable...all on one screen

See the detail on highlighted sales orders

After you select the orders to ship, clicking the Print button lets you batch print the Pick Lists, Packing Slips, or Sales Orders.
Recording Transactions

Check
Recording Transactions

Bill or Vendor Invoice
Recording Transactions

Credit Card Payment
Thanks for Attending this Session!

Please Remember:

If you have questions, please contact us.

www.solutionresources.org
813-269-0153