

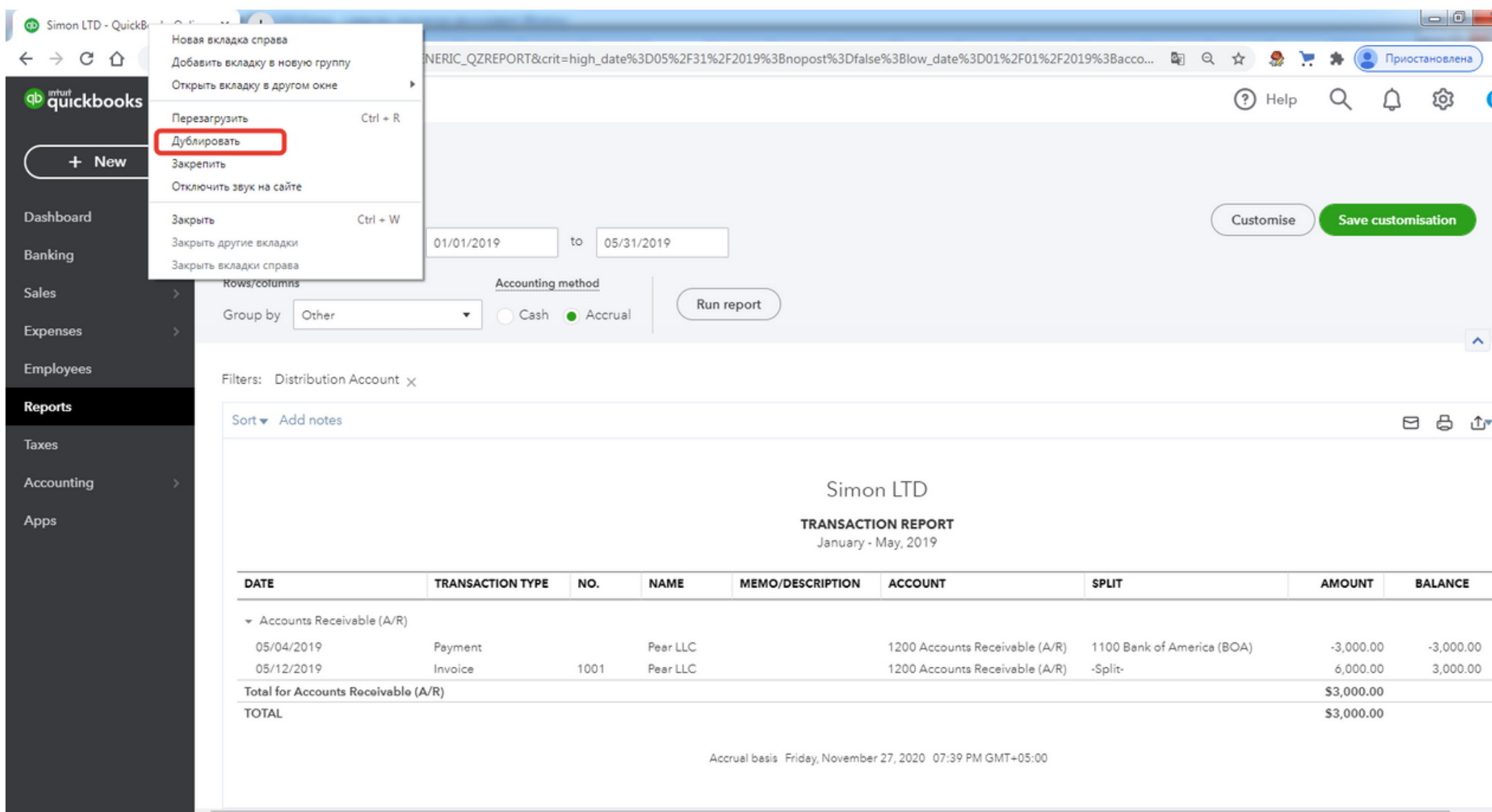
Чек-лист

Старт работы
в программе **QuickBooksOnline**



Лайф-хак в работе с QBO

Нажмите на открытое окно, продублируйте, так вы сможете переходить между окнами и работать одновременно в нескольких открытых документах/отчетах



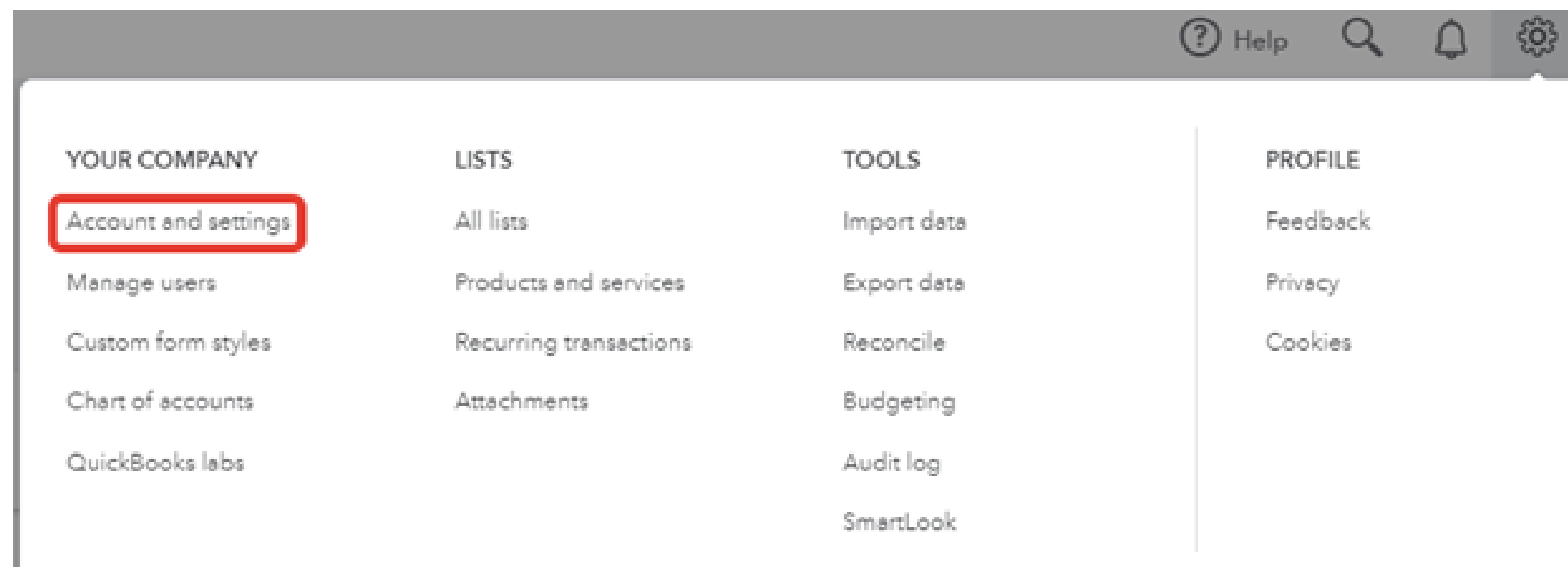
The screenshot shows the QuickBooks Online interface for Simon LTD. A context menu is open over the 'Reports' section, with the 'Дублировать' (Duplicate) option highlighted. The background shows a 'TRANSACTION REPORT' for Simon LTD, January - May, 2019. The report table is as follows:

DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
▼ Accounts Receivable (A/R)								
05/04/2019	Payment		Pear LLC		1200 Accounts Receivable (A/R)	1100 Bank of America (BOA)	-3,000.00	-3,000.00
05/12/2019	Invoice	1001	Pear LLC		1200 Accounts Receivable (A/R)	-Split-	6,000.00	3,000.00
Total for Accounts Receivable (A/R)							\$3,000.00	
TOTAL							\$3,000.00	

Accrual basis Friday, November 27, 2020 07:39 PM GMT+05:00

Настройки программы (**Account and settings**)

Проверьте ваши настройки





Настройки программы (Account and settings)

Раздел **Sales**

Account and Settings

Company	Customise	Customise the way forms look to your customers	Customise look and feel
Billing & Subscription			
Sales	Sales form content	Preferred invoice terms	Net 30
		Preferred delivery method	None
		Shipping	Off
		Custom fields	Off
		Custom transaction numbers	On
		Service date	On
		Discount	Off
		Deposit	Off
	Products and services	Show Product/Service column on sales forms	On
		Show SKU column	On
		Track quantity and price/rate	On
		Track inventory quantity on hand	On
	Progress Invoicing	Create multiple partial invoices from a single estimate	On
	Messages	Default email message sent with sales forms	
	Reminders	Default email message for invoice reminders	
		Automatic invoice reminders	Off
	Online delivery	Email options for all sales forms	
	Statements	Show ageing table at bottom of statement	On



Настройки программы (Account and settings)

Раздел Expenses

Account and Settings			
Company	Bills and expenses	Show items table on expense and purchase forms	On
Billing & Subscription		Track expenses and items by customer	Off
		Make expenses and items billable	Off
Sales	Purchase orders	Default bill payment terms	
Expenses		Use purchase orders	On
Advanced	Messages		
		Default email message sent with purchase orders	



Настройки программы (Account and settings)

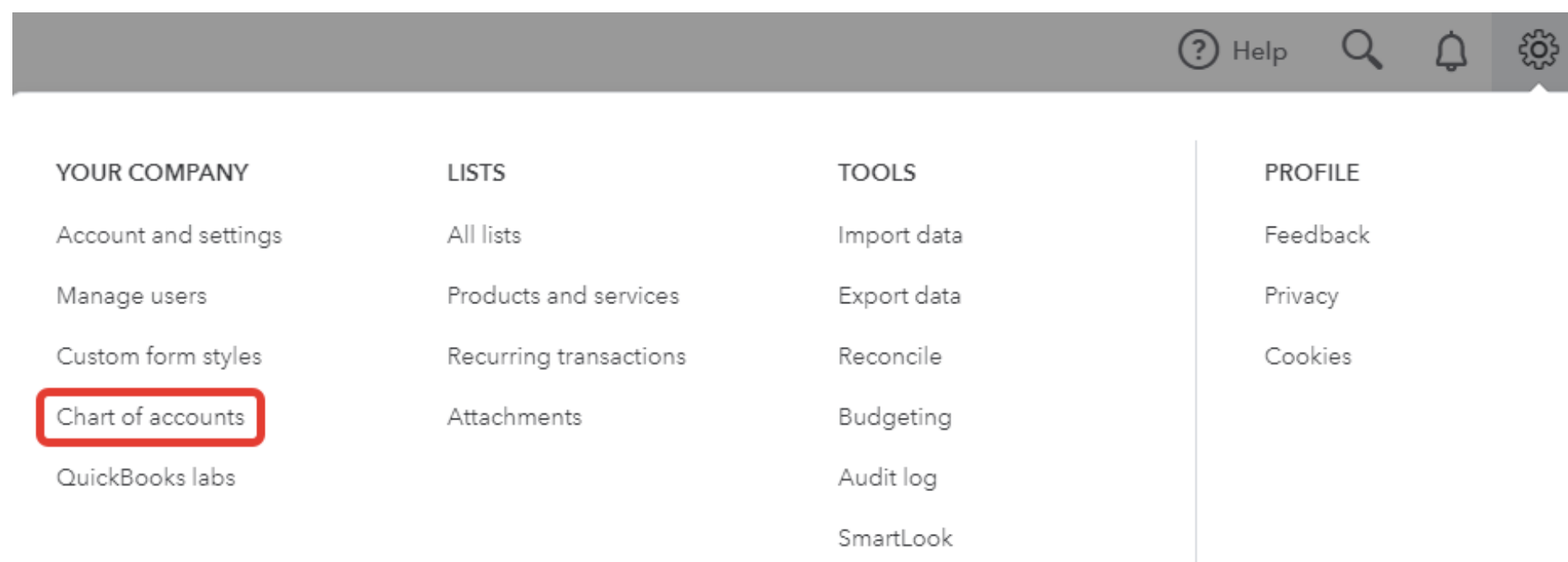
Раздел **Advanced**

Account and Settings

Company	Accounting	First month of financial year	January
Billing & Subscription		First month of tax year	Same as financial year
Sales		Accounting method	Accrual
		Close the books	Off
Expenses	Company type	Tax form	Limited liability
Advanced	Chart of accounts	Enable account numbers	On
	Categories	Track classes	Off
		Track locations	Off
	Automation	Pre-fill forms with previously entered content	On
		Automatically invoice unbilled activity	Off
		Automatically apply bill payments	On
	Projects	Organise all job-related activity in one place	Off
	Time tracking	Add Service field to timesheets	Off
		Make Single-Time Activity Billable to Customer	On
	Language	Language	English
	Currency	Home Currency	United States Dollar
		Multicurrency	Off
	Other preferences	Date format	MM/dd/yyyy
		Number format	123,456.00
		Warn if duplicate cheque number is used	On
		Warn if duplicate bill number is used	Off
		Warn if duplicate journal number is used	Off
		Sign me out if inactive for	1 hour

Настройки плана счетов (Chart of accounts)

Зайдите в меню план счетов



Настройки плана счетов (Chart of accounts)

Составьте рабочий
план счетов,
установите нумерацию.

Chart of Accounts			
Number	Name	Type	Detail Type
1100	1100 Bank of America (BOA)	Cash and cash equivalents	Bank
1200	1200 Accounts Receivable (A/R)	Accounts receivable (A/R)	Accounts Receivable (A/R)
1210	1210 Allowance for bad debt	Current assets	Allowance for bad debts
1300	1300 Inventory	Current assets	Inventory
1301	1301 Inventory Asset	Current assets	Inventory
1600	1600 Uncategorized Asset	Current assets	Other current assets
	Undeposited Funds	Current assets	Undeposited Funds
1800	1800 Property, plant and equipment	Fixed assets	Vehicles
1810	1810 Accumulated depreciation on property, plant and equipment	Fixed assets	Accumulated depreciation on property, plant and equipment
2000	2000 Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)
2100	2100 CC Amex (American Express)	Credit card	Credit Card
2200	2200 Accrued liabilities	Current liabilities	Accrued liabilities
2300	2300 Dividends payable	Current liabilities	Dividends payable
2400	2400 Short-term debt	Current liabilities	Other current liabilities
2500	2500 Long-term debt	Non-current liabilities	Long-term debt
3100	3100 Share capital	Owner's equity	Share capital
3110	3110 Retained Earnings	Owner's equity	Retained Earnings
3120	3120 Dividend disbursed	Owner's equity	Dividend disbursed
3130	3130 Other comprehensive income	Owner's equity	Other comprehensive income
3140	3140 Equity in earnings of subsidiaries	Owner's equity	Equity in earnings of subsidiaries
3150	3150 Opening Balance Equity	Owner's equity	Opening Balance Equity
6000	6000 Sales	Income	Sales of Product Income
6100	6100 Sales of Product Income	Income	Sales of Product Income
6200	6200 Sales of Service income	Income	Other Primary Income
6300	6300 Unapplied Cash Payment Income	Income	Unapplied Cash Payment Income
6400	6400 Uncategorized Income	Income	Sales of Product Income
	Billable Expense Income	Income	Sales of Product Income
5100	5100 Cost of sales	Cost of sales	Supplies and materials - COS

Работа с документами

Разберем основные документы для работы: продажа, покупка, оплата поставщику, оплата от покупателя, перевод между счетами.

Создаем документ: кнопка + **New**

Документы разделены на группы: **Customers** (покупатели), **suppliers** (поставщики), **employees** (сотрудники), **Other** (прочие)



The screenshot shows the QuickBooks interface. On the left is a dark sidebar with the 'qb intuit quickbooks' logo at the top. Below the logo is a red-outlined button with a plus sign and the text '+ New'. The sidebar contains a list of menu items: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and Apps. The main area of the interface is a white box with a red border, containing a table of document types organized into four columns: CUSTOMERS, SUPPLIERS, EMPLOYEES, and OTHER. A 'Show less' link is at the bottom right of this box.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit note	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			

Show less

Работа с основными документами - Customers

CUSTOMERS

Invoice

Receive payment

Estimate

Credit note

Sales receipt

Refund receipt

Delayed credit

Delayed charge

Estimate - заказ покупателя. Проводки не формируются.

На основании **Estimate** формируется **Invoice**.

Invoice - счет покупателю он же является документом отгрузки, на основании него формируются проводки.

Receive payment - полученный платеж, в котором нужно обязательно определить документ основание - **Invoice**.

* **Credit note** - платеж без основания, на него можно отнести оплату, когда клиент оплатил авансом.

Цепочка формирования документов в **QBO** для продажи

Формируйте **Estimate** -> (на его основании) **Invoice** -> (на его основании) **Receive payment** - > поменяйте дату в **Invoice** на дату отгрузки (для корректного отражения выручки)

Если отчетные периоды разные : **Estimate** -> **Credit Note** -> (на его основании)

Payment - > (на основании **estimate**) **Invoice** (дата отгрузки)

Работа с основными документами - Customers

Estimate - заказ покупателя. Проводки не формируются. К документу можно приложить скан документов (например договор). Документ можно скопировать, удалить, посмотреть аудит работы с документом пользователями)

Для того, чтобы создать **Invoice** поменяйте статус на **Accepted**

Estimate no.1001

Customer: Pear LLC

Estimate status: **Accepted** (highlighted with a red box)

By: Marina

Date: 05/03/2019

Billing address: Pear LLC

Estimate date: 05/03/2019

Expiration date:

Estimate no.: 1001

AMOUNT: **\$6,000.00**

#	SERVICE DATE	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
1		Inventory:Air conditioner		Air conditioner	4	1,250	5,000.00
2		Air conditioner installation		Air conditioner installation	4	250	1,000.00
3							

Add lines Clear all lines Add subtotal

Message displayed on estimate

Message displayed on statement

Cancel Revert Print or Preview Make recurring Customise More Save Save and send

Total \$6,000.00

Estimate Total \$6,000.00

Работа с основными документами - Customers

Invoice - счет

покупателю он же является документом отгрузки, на основании него формируются проводки.

Документ можно:
скопировать,
аннулировать, удалить,
посмотреть журнал
проводок, посмотреть
аудит действий с
документом
пользователями

Invoice no.1001

Customer ?
Pear LLC

Customer email ?
pear@example.com

☐ Send later ?
Cc/Bcc

Billing address
Pear LLC

Terms ?
Net 30

Invoice date
05/12/2019

Due date
06/11/2019

Invoice no.
1001

PAYMENT STATUS
PAID
2 payments made on 06/16/2019

#	SERVICE DATE	PRODUCT/SERVICE ?	SKU	DESCRIPTION	QTY	RATE	AMOUNT	
1		Inventory:Air conditioner		Air conditioner	4	1,250	5,000.00	
2		Air conditioner installation		Air conditioner installation	4	250	1,000.00	
3								

Add lines

Clear all lines

Add subtotal

Message on invoice
This will show up on the invoice.

Copy

Void

Delete

Transaction journal

Audit history

Total

\$6,000.00

Amount received

\$6,000.00

Balance due

\$0.00

Cancel

Print or Preview

Make recurring

Customise

More

Save

Save and send

Работа с основными документами - Customers

Проводки, которые формируются на основании **Invoice**:

Simon LTD								
JOURNAL								
All Dates								
DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
05/12/2019	Invoice	1001	Pear LLC		1200	1200 Accounts Receivable (A/R)	\$6,000.00	
				Air conditioner	6100	6100 Sales of Product Income		\$5,000.00
				Air conditioner	5100	5100 Cost of sales	\$2,000.00	
				Air conditioner	1300	1300 Inventory		\$2,000.00
				Air conditioner installation	6200	6200 Sales of Service income		\$1,000.00
							\$8,000.00	\$8,000.00
TOTAL							\$8,000.00	\$8,000.00

Работа с основными документами - Customers

При создании платежа автоматически предлагается неоплаченные **Invoice**. Выберите нужный и сохраните.

Receive Payment

Customer
Pear LLC

Email
Email (Separate emails with a comma)

☐ Send later [Cc/Bcc](#)

Payment date
05/04/2019

Payment method
Cash

Reference no.

Deposit to
1100 Bank of America

AMOUNT RECEIVED
\$3,000.00

Amount received
3,000.00

Outstanding Transactions

All

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1001 (05/12/2019)	06/11/2019	6,000.00	3,000.00	<input type="text" value="3,000.00"/>

< First Previous 1-1 of 1 Next Last >

Amount to Apply
Amount to Credit

\$3,000.00
\$0.00

Cancel

Print More

Save and new



Работа с основными документами - Customers

Проводки **Receive Payment**

Simon LTD

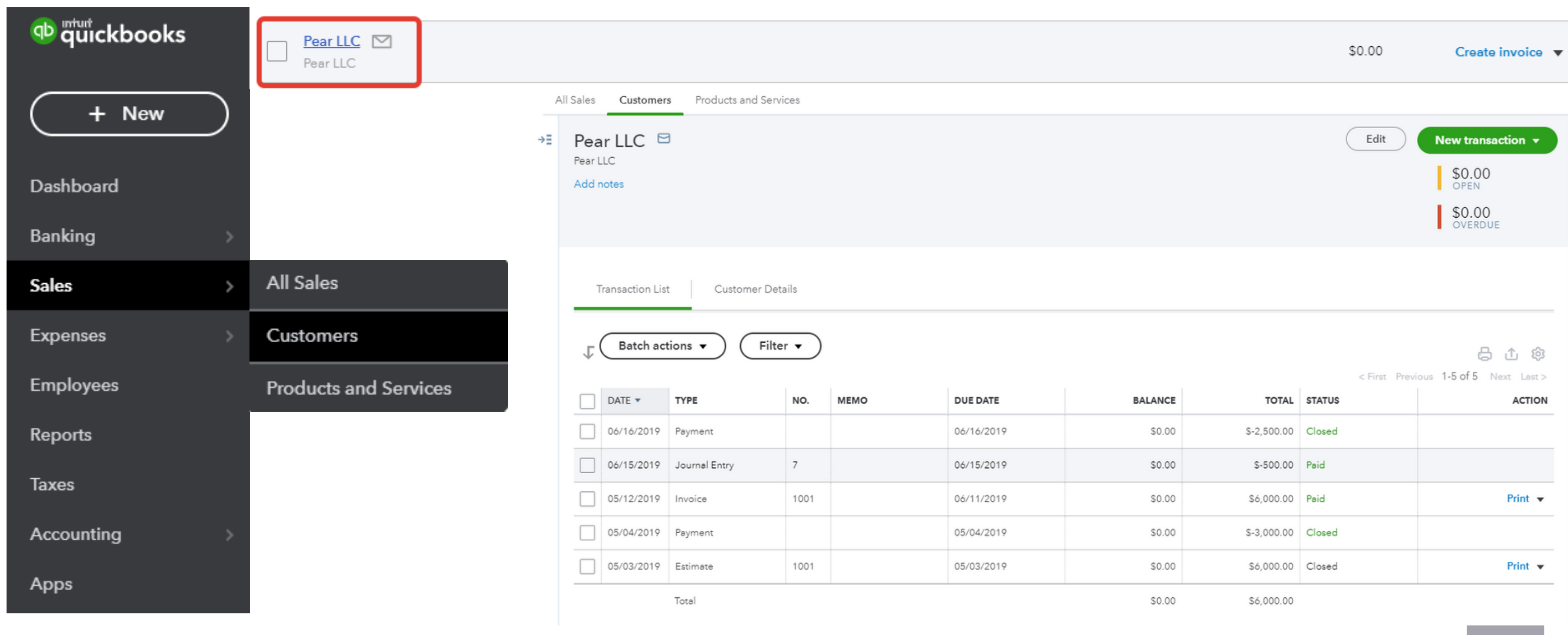
JOURNAL
All Dates

DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
05/04/2019	Payment		Pear LLC		1100	1100 Bank of America (BOA)	\$3,000.00	
					1200	1200 Accounts Receivable (A/R)		\$3,000.00
							\$3,000.00	\$3,000.00
TOTAL							\$3,000.00	\$3,000.00

Работа с основными документами - Customers

Реестр документов можно найти:

Sales - Customers - выбрать покупателя. Из реестра также можно создавать документы, менять справочные данные покупателя, заходить в справочник продукции и услуг (**Products and Services**).



The screenshot shows the QuickBooks interface. On the left is a dark sidebar with navigation options: Dashboard, Banking, Sales, Expenses, Employees, Reports, Taxes, Accounting, and Apps. The 'Sales' menu is expanded, showing 'All Sales', 'Customers', and 'Products and Services'. The 'Customers' option is highlighted. At the top of the main area, there's a header for 'Pear LLC' with a red box around it, showing a balance of \$0.00 and a 'Create invoice' button. Below this, the 'Customers' tab is selected, showing the 'Pear LLC' customer details. The 'Transaction List' tab is active, displaying a table of transactions for Pear LLC. The table has columns: DATE, TYPE, NO., MEMO, DUE DATE, BALANCE, TOTAL, STATUS, and ACTION. The transactions are listed in descending order of date.

DATE	TYPE	NO.	MEMO	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
06/16/2019	Payment			06/16/2019	\$0.00	\$-2,500.00	Closed	
06/15/2019	Journal Entry	7		06/15/2019	\$0.00	\$-500.00	Paid	
05/12/2019	Invoice	1001		06/11/2019	\$0.00	\$6,000.00	Paid	Print
05/04/2019	Payment			05/04/2019	\$0.00	\$-3,000.00	Closed	
05/03/2019	Estimate	1001		05/03/2019	\$0.00	\$6,000.00	Closed	Print
Total					\$0.00	\$6,000.00		

Работа с основными документами - Suppliers

SUPPLIERS

Expense

Cheque

Bill

Pay bills

Purchase order

Supplier credit

Credit card credit

Purchase order - заказ поставщику. Проводки не формируются.

На основании **Purchase order** формируется **Bill**.

Bill - счет от поставщика он же является документом поступления, на основании него формируются проводки.

Bill Payment - платеж поставщику, в котором нужно обязательно определить документ основание - **Bill**.

Expense - документ для формирования расходов и одновременно проведения оплаты из одного документа. Используется, когда оплата и поступление товаров/услуг происходит в один день.

Цепочка формирования документов в **QBO** для поступления

Формируйте **Purchase order** -> (на его основании) **Bill** -> (на его основании) **Bill**

Payment - > поменяйте дату в **Bill** на дату поступления (для корректного отражения оприходования товаров/услуг)

Работа с основными документами - Suppliers

Purchase order - заказ поставщику. Проводки не формируются. К документу можно приложить скан документов (например договор).

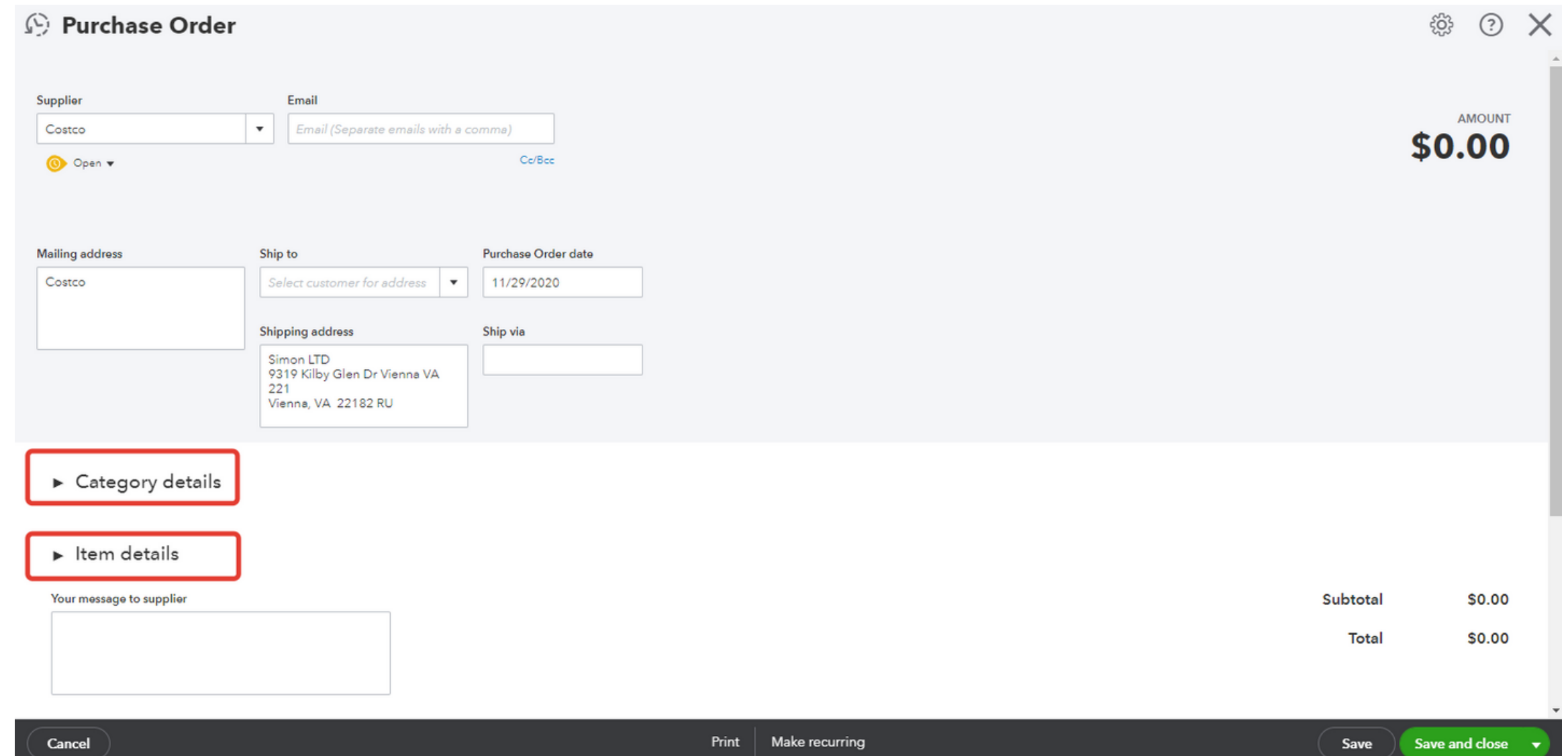
Документ можно скопировать, удалить, посмотреть аудит работы с документом пользователями)

Разделы:

Category details

Item details

заполняются один на выбор.



The screenshot shows a "Purchase Order" form with the following fields and sections:

- Supplier:** A dropdown menu with "Costco" selected.
- Email:** A text input field with the placeholder "Email (Separate emails with a comma)".
- Open:** A button with a magnifying glass icon.
- AMOUNT:** A large text display showing "\$0.00".
- Mailing address:** A text input field with "Costco" entered.
- Ship to:** A dropdown menu with "Select customer for address" selected.
- Purchase Order date:** A date input field showing "11/29/2020".
- Shipping address:** A text input field containing "Simon LTD", "9319 Kilby Glen Dr Vienna VA", "221", and "Vienna, VA 22182 RU".
- Ship via:** A text input field.
- Category details:** A button with a right-pointing arrow, highlighted with a red border.
- Item details:** A button with a right-pointing arrow, highlighted with a red border.
- Your message to supplier:** A large text input field.
- Subtotal:** A text display showing "\$0.00".
- Total:** A text display showing "\$0.00".
- Buttons:** "Cancel", "Print", "Make recurring", "Save", and "Save and close" (highlighted in green).

Работа с основными документами - Suppliers

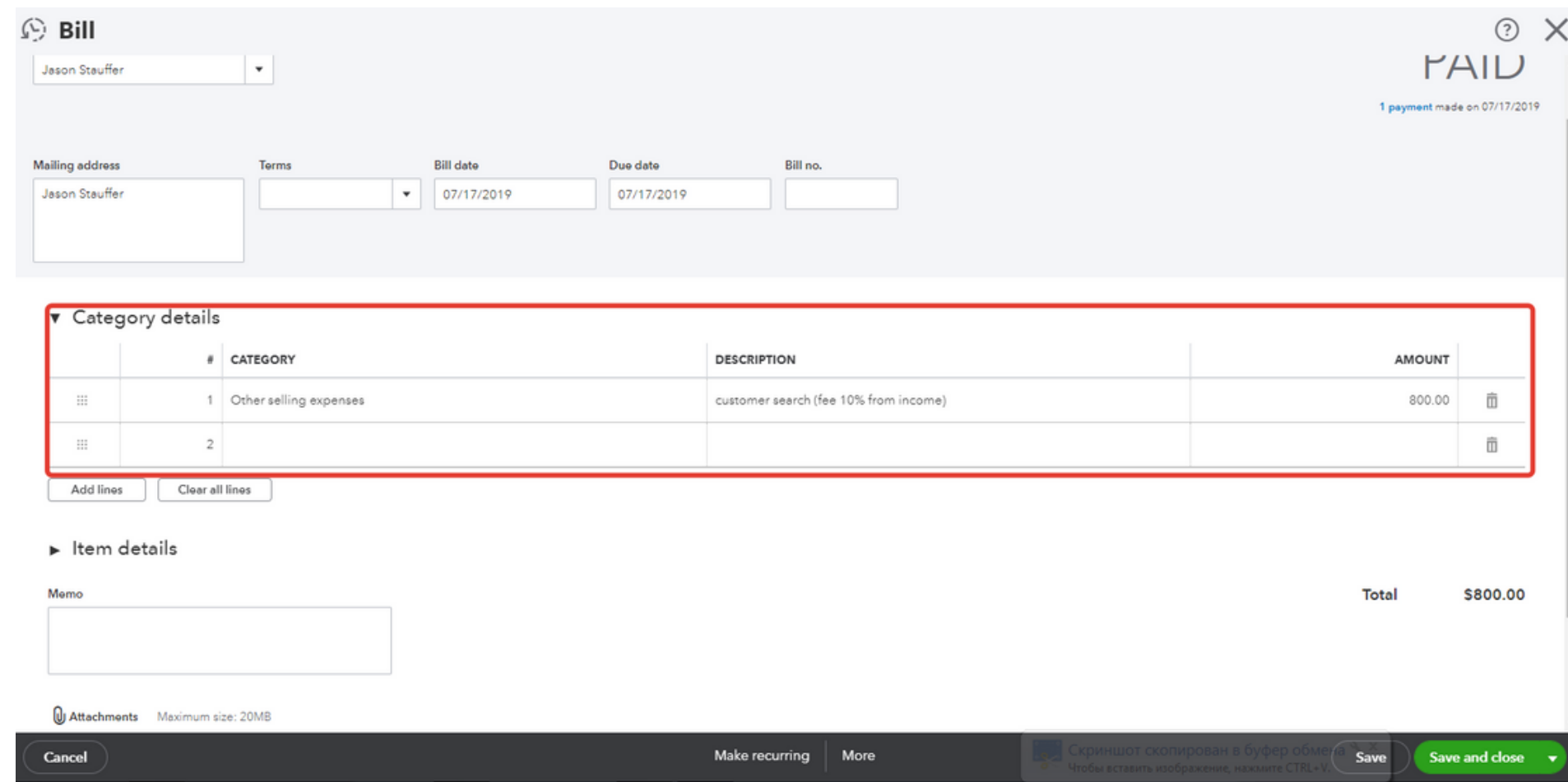
Bill - счет поставщика - он же документ на поступление.

Проводки формируются.

Создается на основании

Purchase order.

Category details - для услуг/материалов (МПЗ) на уровне статьи расходов **expense**



Bill

Jason Stauffer

PAID
1 payment made on 07/17/2019

Mailing address: Jason Stauffer

Terms: [dropdown]

Bill date: 07/17/2019

Due date: 07/17/2019

Bill no.:

#	CATEGORY	DESCRIPTION	AMOUNT
1	Other selling expenses	customer search (fee 10% from income)	800.00
2			

Add lines Clear all lines

Item details

Memo:

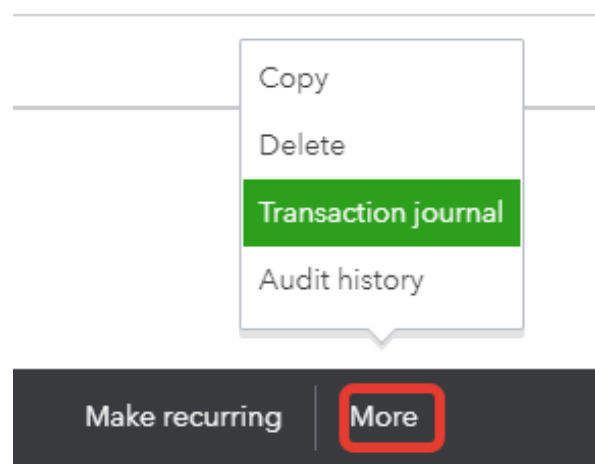
Total \$800.00

Attachments Maximum size: 20MB


Cancel Make recurring More Save Save and close

Работа с основными документами - Suppliers

Bill - посмотрим проводки документа



Sort ▼ Add notes

Simon LTD 

JOURNAL
All Dates

DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
07/17/2019	Bill		Jason Stauffer	customer search (fee 10% from i...	3100	3100 Accounts Payable (A/P) Other selling expenses	\$800.00 \$800.00	\$800.00 \$800.00
TOTAL							\$800.00	\$800.00

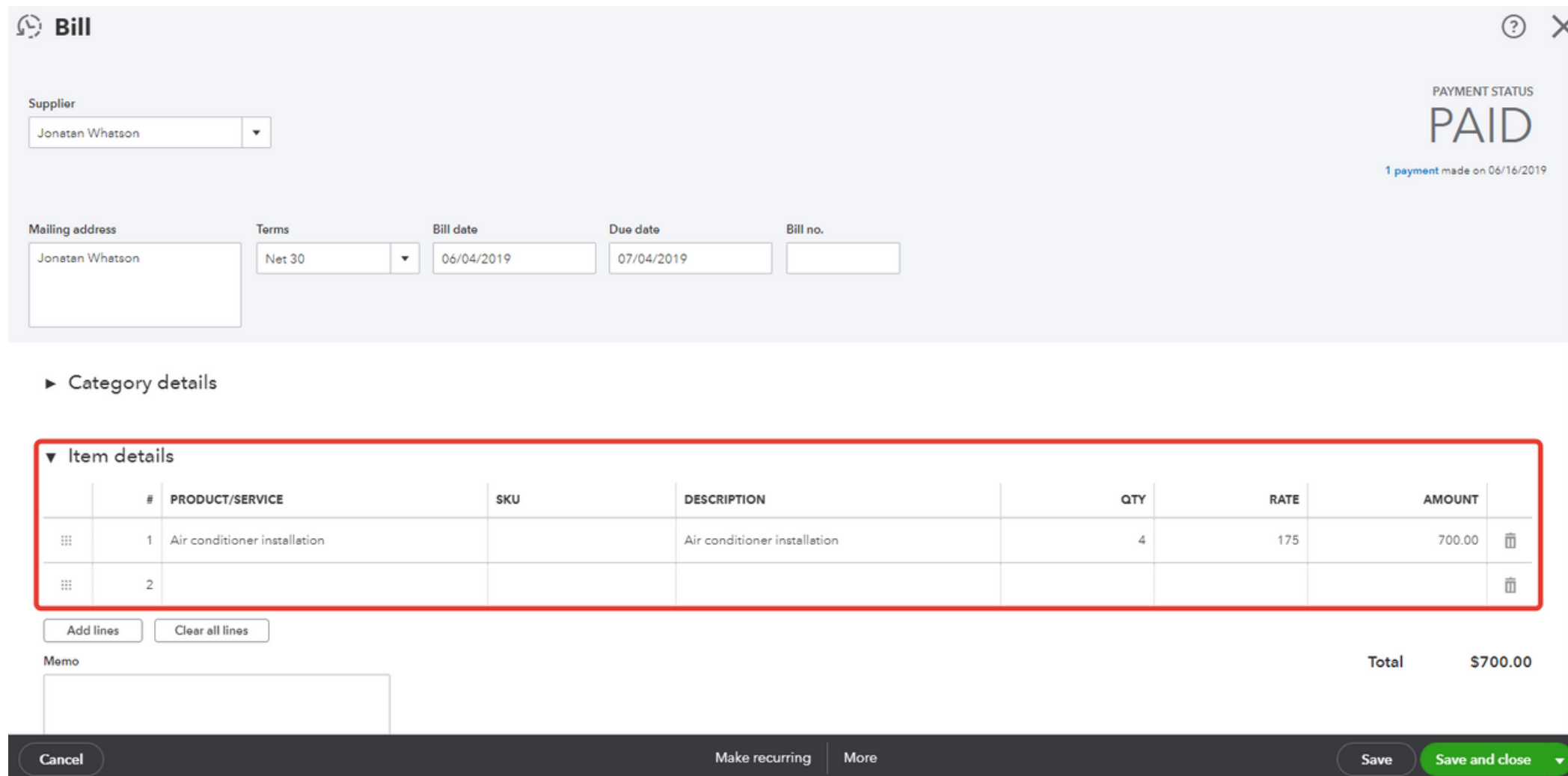
Работа с основными документами - Suppliers

Bill - счет поставщика - он же документ на поступление. Проводки формируются.

Создается на основании **Purchase order**.

Item details - заполняется из справочника **Inventory** (товар/услуги/материалы).

Если нужно создать имущество на складе.



Bill

Supplier: Jonatan Watson

Mailing address: Jonatan Watson

Terms: Net 30

Bill date: 06/04/2019

Due date: 07/04/2019

Bill no.:

PAYMENT STATUS: PAID
1 payment made on 06/16/2019

Category details

Item details

#	PRODUCT/SERVICE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
1	Air conditioner installation		Air conditioner installation	4	175	700.00
2						

Add lines Clear all lines

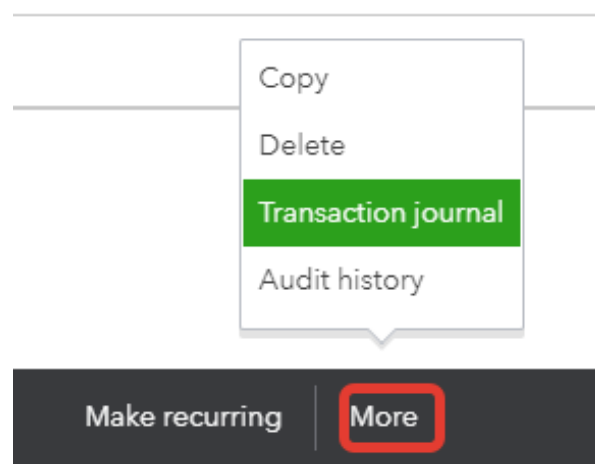
Memo

Total: \$700.00

Cancel Make recurring More Save Save and close

Работа с основными документами - Suppliers

Bill - посмотрим проводки документа



Sort ▼ Add notes

Simon LTD

JOURNAL
All Dates

DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
06/04/2019	Bill		Jonatan Watson	Air conditioner installation	3100	3100 Accounts Payable (A/P) Purchases	\$700.00 \$700.00	\$700.00 \$700.00
TOTAL							\$700.00	\$700.00



Bill Payment - при формировании документа **QBO** автоматически предлагает выбрать подходящий **Bill**. Выберите банковский счет. Также из документа **More** можно посмотреть проводки документа.

Sort ▾ Add notes 📧 🖨️ ⬆️ ⚙️

[illegible]

Expense

Payee

Costco

Payment account

1100 Bank of America (BOA)

Balance

\$27,112.90

AMOUNT

\$810.00

Payment date

06/17/2019

Payment method

Direct Debit

Ref no.

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT	
1	Office expenses	Printer Canon	600.00	
2	Office expenses	Printer cartridge	150.00	
3	Office expenses	Paper for printer	60.00	
4				

Add lines

Clear all lines

► Item details

Memo

Total

\$810.00

Cancel

Print

Make recurring

More

Save

Save and close

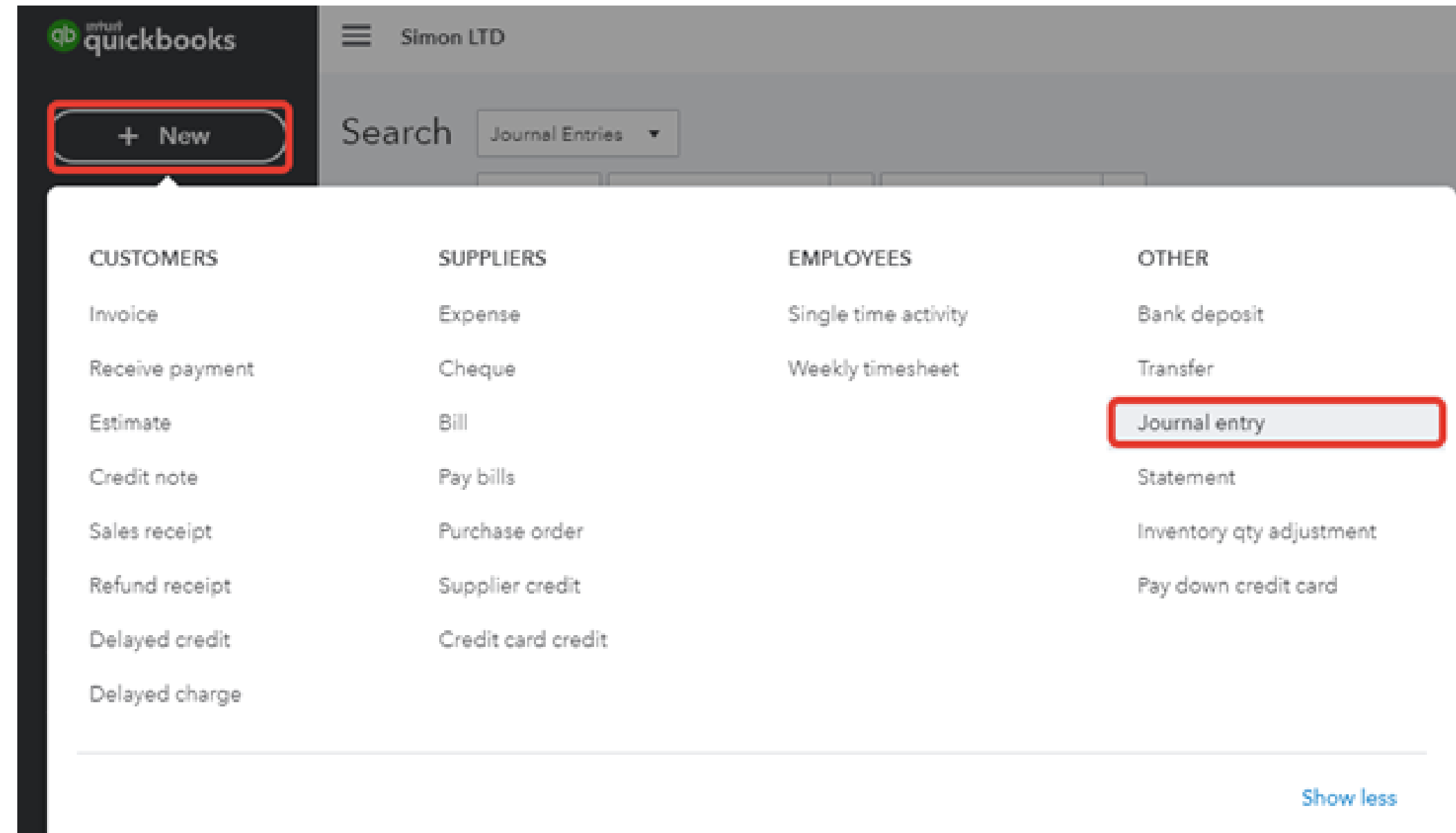
Sort

Add notes

<div style="text-align:center;">Simon LTD</div>								
<div style="text-align:center;">JOURNAL All Dates</div>								
DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
06/17/2019	Expense		Costco		1100	1100 Bank of America (BOA)		\$810.00
				Printer Canon		Office expenses	\$600.00	
				Printer cartridge		Office expenses	\$150.00	
				Paper for printer		Office expenses	\$60.00	
							\$810.00	\$810.00
TOTAL							\$810.00	\$810.00

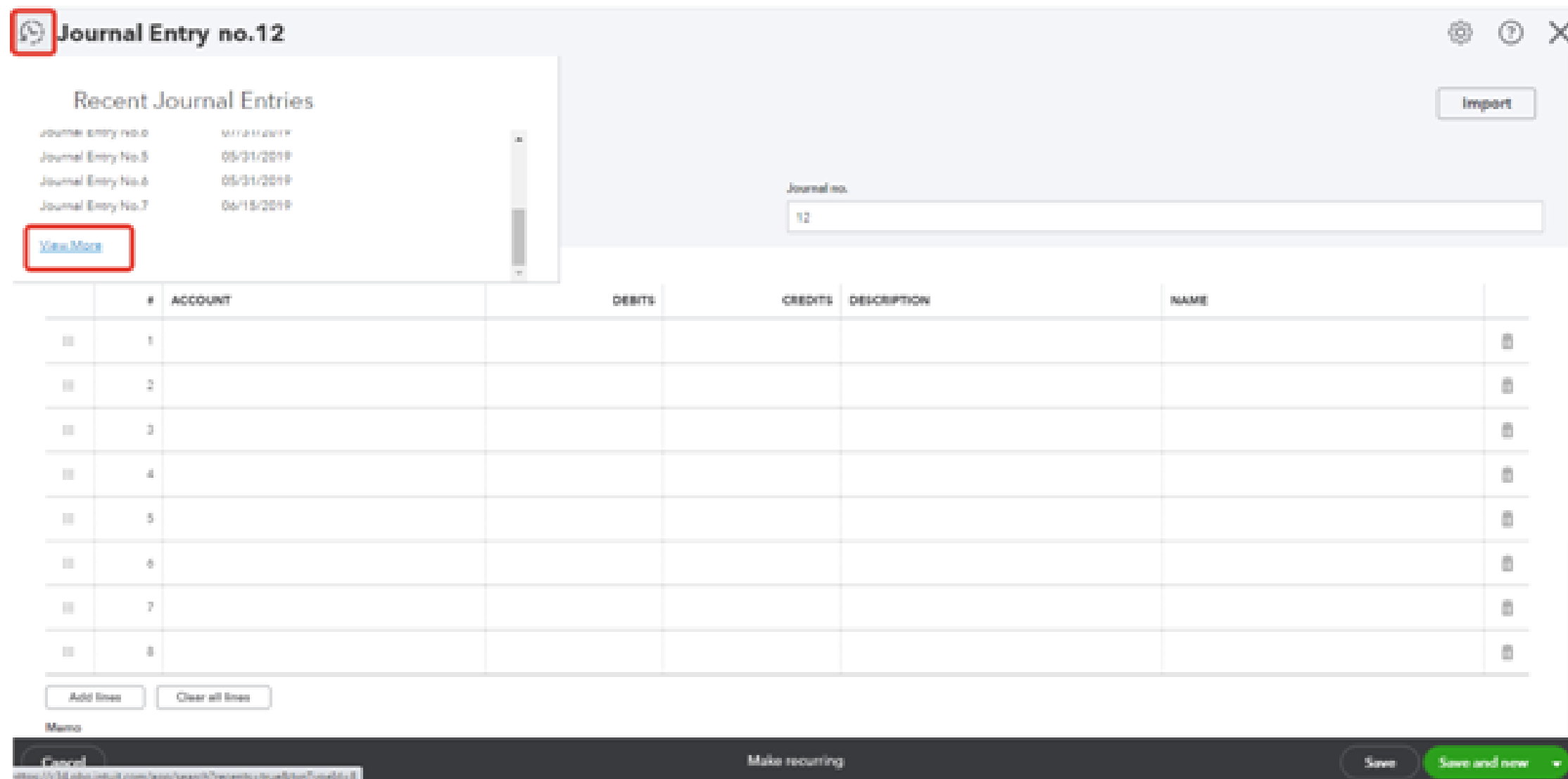
Как зайти в реестр **Journal entry**

Меню слева -
нажмите кнопку
**+ New - OTHER -
Journal Entry**



Как зайти в реестр Journal entry

Из документа
Journal Entry
нажмите на
"часики" слева
опуститесь вниз
нажмите **"View
More"**



Journal Entry no.12

Recent Journal Entries

Journal entry no.	DATE
Journal Entry No.5	05/31/2019
Journal Entry No.6	05/31/2019
Journal Entry No.7	06/15/2019

[View More](#)

Journal no. 12

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1					
2					
3					
4					
5					
6					
7					
8					

Add lines Clear all lines

Memo

Cancel Make recurring Save Save and new

https://34.glosoft.com/app/search/recententries?selectedType=J&id=12

Как зайти в реестр Journal entry

Вы попадаете в
реестр. Можете
сделать
настройки по
датам **Date filter**

Simon LTD

Search Journal Entries

Name Contains or Equals Enter Name

Search Add Filter

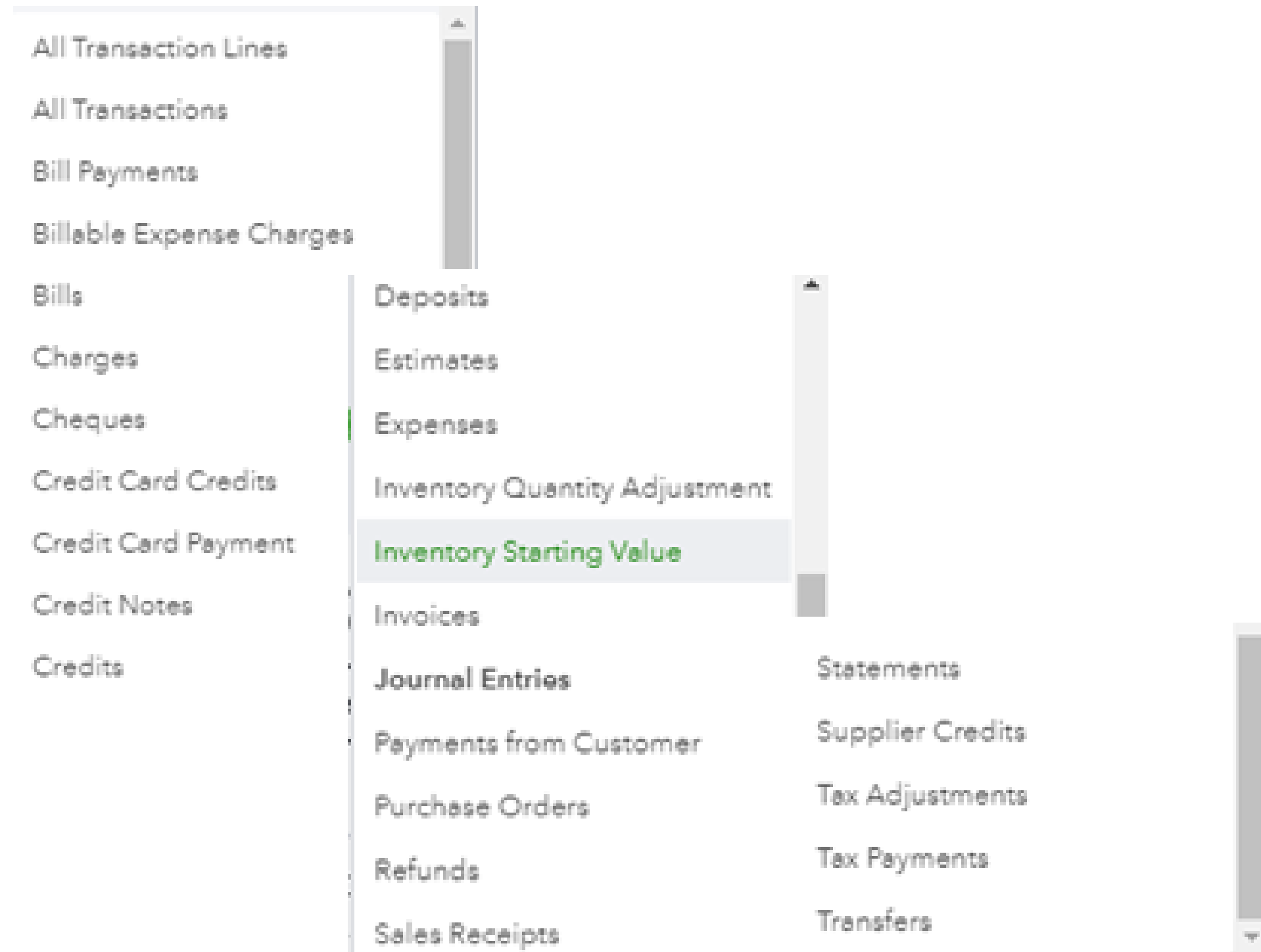
Search: All Journal Entries
Found 10 matches.

Date Filter From 01/01/2019 to 05/31/2019

DATE	TYPE	NO.	CONTACT	AMOUNT	LAST MODIFIED DATE
05/01/2019	Journal Entry	3		\$5,000.00	08/30/2020, 06:29 PM
05/25/2019	Journal Entry	5		\$1,500.00	08/30/2020, 06:29 PM
05/02/2019	Journal Entry	4	Bank vehicle loan	\$9,000.00	08/26/2020, 09:07 PM
05/02/2019	Journal Entry	4	Automobile Company	\$9,000.00	08/26/2020, 09:07 PM
05/31/2019	Journal Entry	5	Bank vehicle loan	\$87.10	08/24/2020, 05:26 PM
05/31/2019	Journal Entry	5	Bank vehicle loan	\$87.10	08/24/2020, 05:26 PM
05/31/2019	Journal Entry	6		\$600.00	08/23/2020, 08:32 PM
05/31/2019	Journal Entry	6	Bank Credit Card	\$600.00	08/23/2020, 08:32 PM
05/25/2019	Journal Entry	5		\$1,500.00	08/13/2020, 10:12 PM

Как зайти в реестр **Journal entry**

В поле **Search**
можете
установить
фильтр по виду
документа.



Чтобы произвести действия с документом

зайдите внутрь
документа и
Нажмите кнопку
внизу документа
"More"

Journal Entry no.3

Journal date: 05/01/2018

Journal no.: 3

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	1100 Bank of America (BOA)	5,000.00		add capital (common shares)	
2	3100 Share capital		5,000.00	add capital (common shares)	
3					
4					
5					
6					
7					
8					
Total		5,000.00	5,000.00		

Add lines Clear all lines

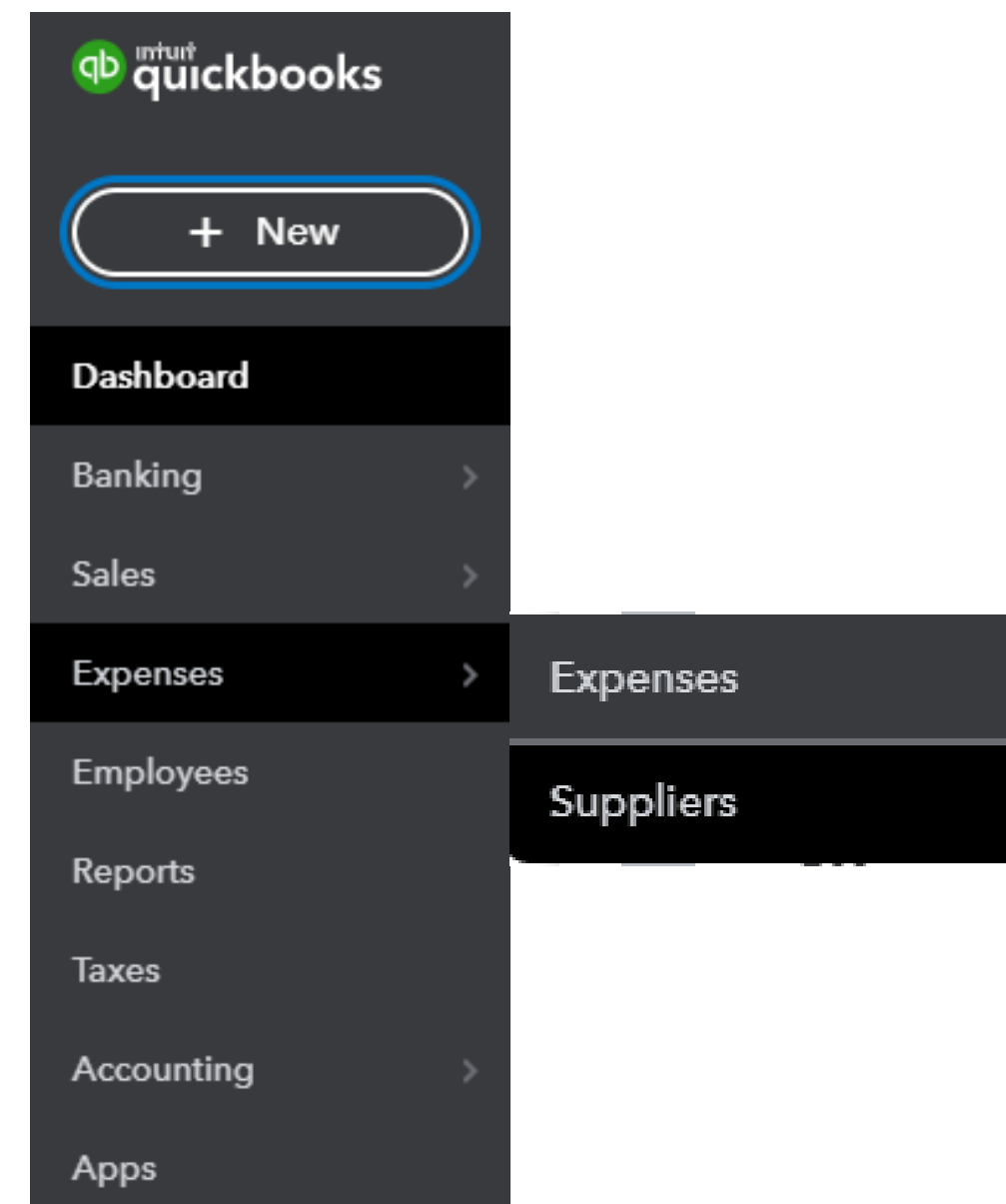
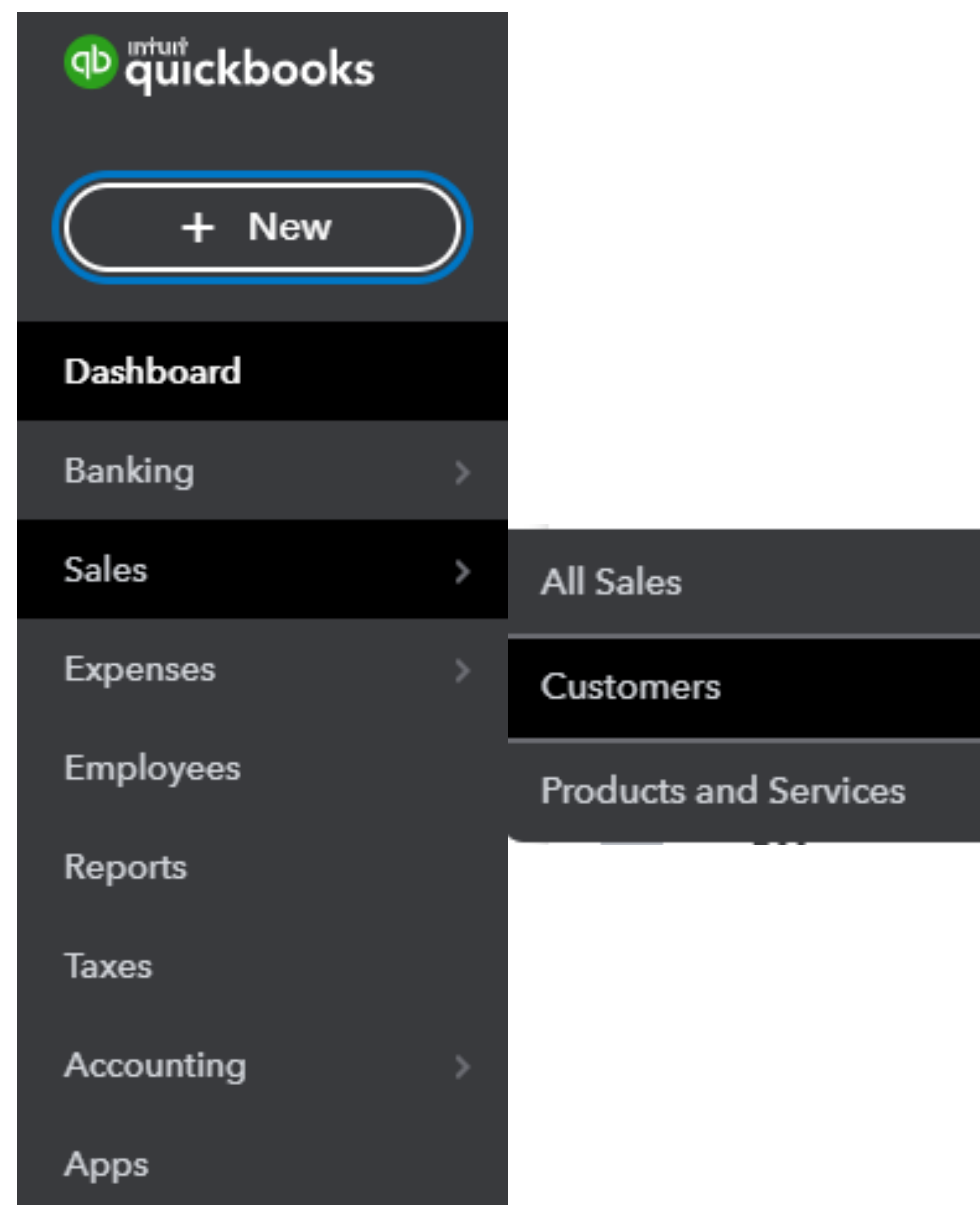
Memo

Cancel Reverse Make recurring **More** Save Save and new

Можно ли удалить справочник **Suppliers / Customers**?

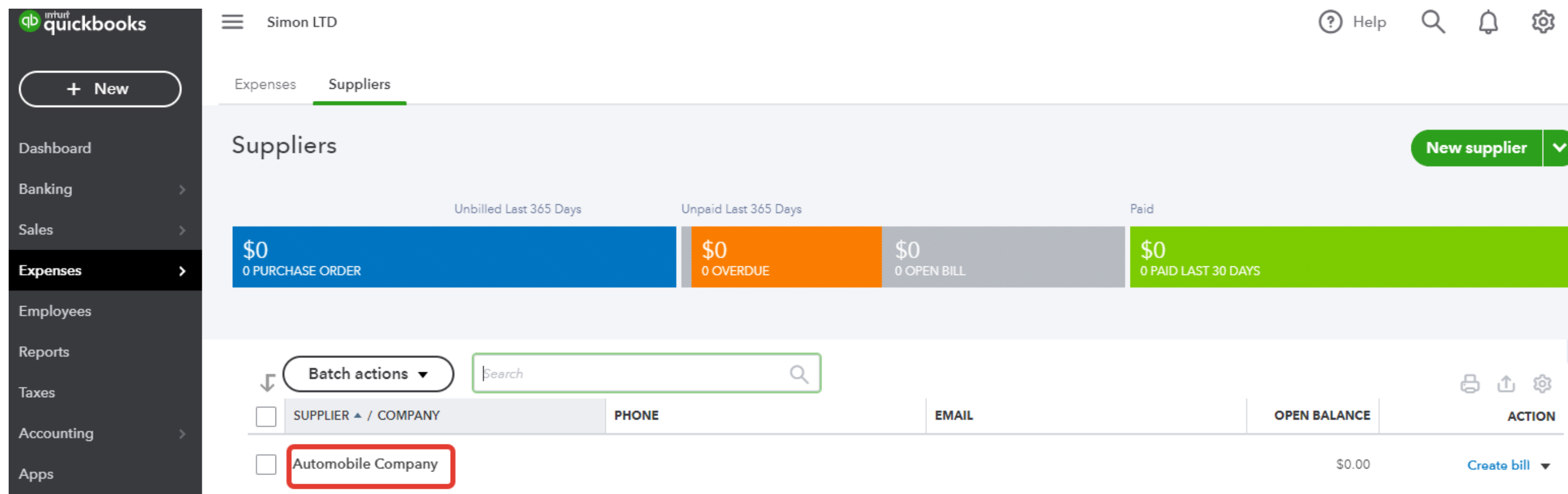
Удалить справочник нельзя, но его можно сделать не активным.

Зайдите в меню **Sales / Customers** (покупатели).
по аналогии **Expenses / Suppliers** (поставщики)



Можно ли удалить справочник **Suppliers /Customers?**

В реестре **Suppliers** выберите контрагента и кликните на него

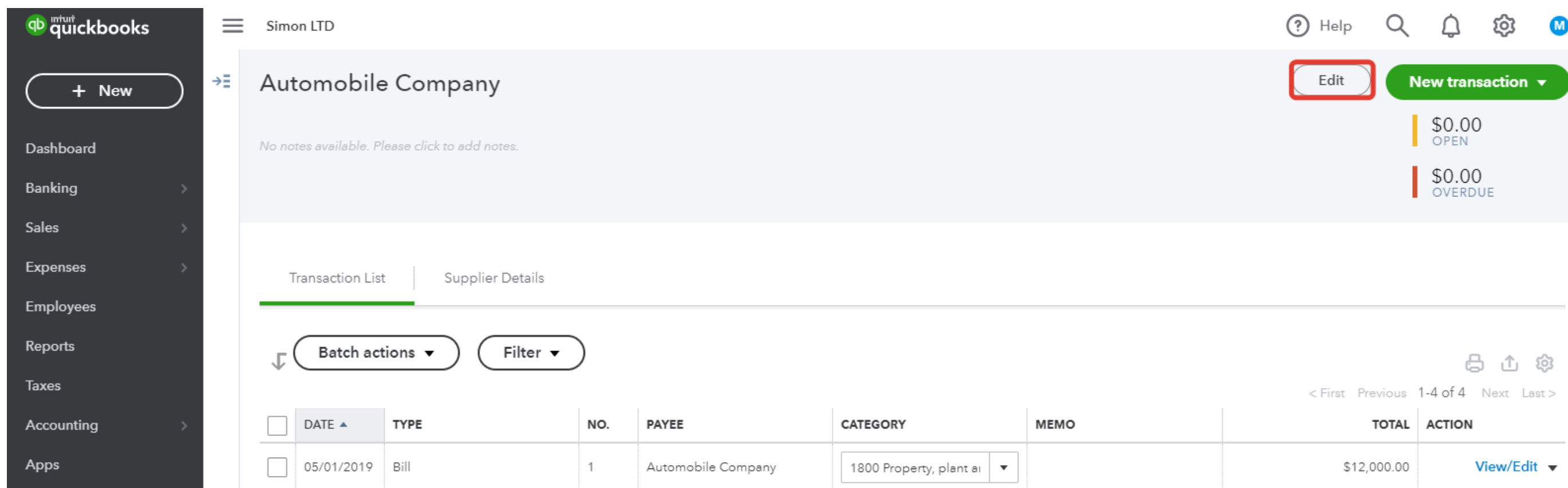


The screenshot displays the QuickBooks interface for the 'Suppliers' section of the 'Simon LTD' account. The left sidebar contains navigation links: Dashboard, Banking, Sales, Expenses (selected), Employees, Reports, Taxes, Accounting, and Apps. The main content area shows a summary of supplier balances: Unbilled Last 365 Days (\$0, 0 PURCHASE ORDER), Unpaid Last 365 Days (\$0, 0 OVERDUE), 0 OPEN BILL (\$0), and Paid (\$0, 0 PAID LAST 30 DAYS). Below this is a table of suppliers with columns: SUPPLIER / COMPANY, PHONE, EMAIL, OPEN BALANCE, and ACTION. The first supplier listed is 'Automobile Company', which is highlighted with a red box. The 'ACTION' column for this supplier shows a 'Create bill' link.

SUPPLIER / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
Automobile Company			\$0.00	Create bill

Можно ли удалить справочник **Suppliers /Customers?**

Вы попадаете в реестр документов по данному контрагенту. Вы можете зайти в справочник кнтрагента - нажмите кнопку **Edit**



The screenshot shows the QuickBooks interface for a supplier named 'Automobile Company'. The 'Edit' button is highlighted with a red box. The page displays a transaction list with one entry dated 05/01/2019 for \$12,000.00.

DATE	TYPE	NO.	PAYEE	CATEGORY	MEMO	TOTAL	ACTION
05/01/2019	Bill	1	Automobile Company	1800 Property, plant & equipment		\$12,000.00	View/Edit

Можно ли удалить справочник **Suppliers /Customers?**

В справочнике контрагента вы можете внести дополнительные данные по компании, удалить карточку нельзя, но можно сделать ее неактивной - нажмите кнопку **Make inactive**. Такое же правило относится ко всем справочникам в **QBO**.

Supplier Information ×

Title	First name	Middle name	Last name	Suffix	Email		
	Automobile		Company		<i>Separate multiple emails with commas</i>		
Company					Phone	Mobile	Fax
* Display name as					Other	Website	
Automobile Company							
Address map					Billing rate (/hr)		
Street							
City/Town			State/Province		Terms		
					Enter Text		
Postal code			Country		Opening balance as of		
					11/27/2020		
Notes					Account no.		
					<i>Appears in the memo of all payments</i>		
Attachments Maximum size: 20MB					Business ID No. / Social Insurance No.		
Drag/Drop files here or click the icon							
					Default expense account		

Cancel **Make inactive** Privacy Save

Можно ли удалить справочник **Suppliers /Customers?**

В справочнике контрагента вы можете внести дополнительные данные по компании, удалить карточку нельзя, но можно сделать ее неактивной - нажмите кнопку **Make inactive**. Такое же правило относится ко всем справочникам в **QBO**.

Supplier Information ×

Title	First name	Middle name	Last name	Suffix	Email		
	Automobile		Company		<small>Separate multiple emails with commas</small>		
Company					Phone	Mobile	Fax
*Display name as					Other	Website	
Automobile Company							
Address map					Billing rate (/hr)		
Street							
City/Town			State/Province		Terms		
					Enter Text		
Postal code			Country		Opening balance as of		
					11/27/2020		
Notes					Account no.		
					<small>Appears in the memo of all payments</small>		
Attachments <small>Maximum size: 20MB</small>					Business ID No. / Social Insurance No.		
Drag/Drop files here or click the icon							
					Default expense account		

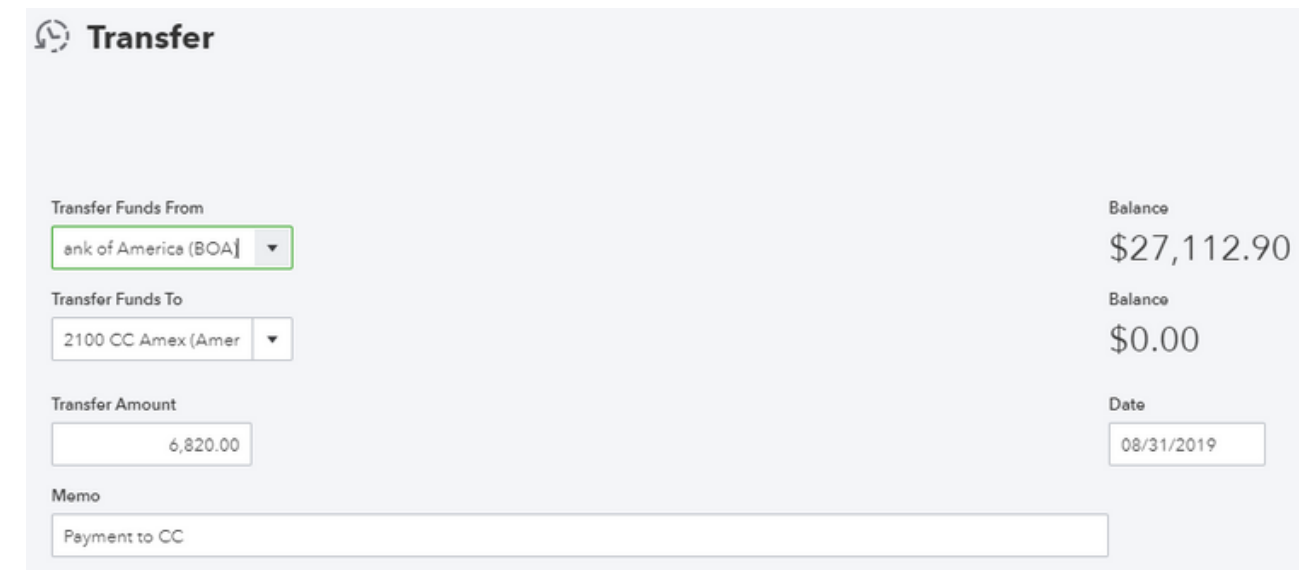
Cancel **Make inactive** Privacy Save

Как сделать перевод между счетами?

Перейдите по кнопке **+New** в документ **Transfer**. Также из документа можно посмотреть проводки.



CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit note	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			



Attachments Maximum size: 20MB

Drag/Drop files here or click the icon

[Show existing](#)

[Privacy](#)

Cancel

Make recurring

More

Sort Add notes



Simon LTD


JOURNAL
All Dates

DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
08/31/2019	Transfer			Payment to CC	1100	1100 Bank of America (BOA)		\$6,820.00
				Payment to CC	2100	2100 CC Amex (American Express)	\$6,820.00	\$6,820.00
							\$6,820.00	\$6,820.00
TOTAL							\$6,820.00	\$6,820.00

Как создать номенклатуру?

Зайдите в меню через **Gear icon** выберите **Product and service**.

Нажмите справа кнопку **New**



YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Import data	Feedback
Manage users	Products and services	Export data	Privacy
Custom form styles	Recurring transactions	Reconcile	Cookies
Chart of accounts	Attachments	Budgeting	
QuickBooks labs		Audit log	
		SmartLook	

Выберите тип номенклатуры:

Inventory - товар, материалы (формирует остаток на складе)

non-inventory - материалы, списывается сразу в расходы

Service - услуги





Bundle - товар (материалы) + услуги (в комплекте)

Заполните счета учета в карточке номенклатуры:
Inventory asset account - 1300 Inventory


Income account - 6100 Sales of Product Income

Expense account - 5100 Cost of sales

Product/Service information

-  **Inventory**
Products you buy and/or sell and that you track quantities of.
-  **Non-inventory**
Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.
-  **Service**
Services that you provide to customers, for example, landscaping or tax preparation services.
-  **Bundle**
A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

Product/Service information

 Inventory

Name*
Air conditioner

SKU

Category
Inventory

Quantity on hand
Adjust: [Quantity](#) | [Starting value](#) 0

Reorder point
[What's the reorder point?](#)

Quantity on PO 0

Inventory asset account
1300 Inventory

Description
Description on sales forms

Sales price/rate 0.00

Income account
6100 Sales of Product Income

Purchasing information
Air conditioner

Cost 0.00

Expense account
5100 Cost of sales

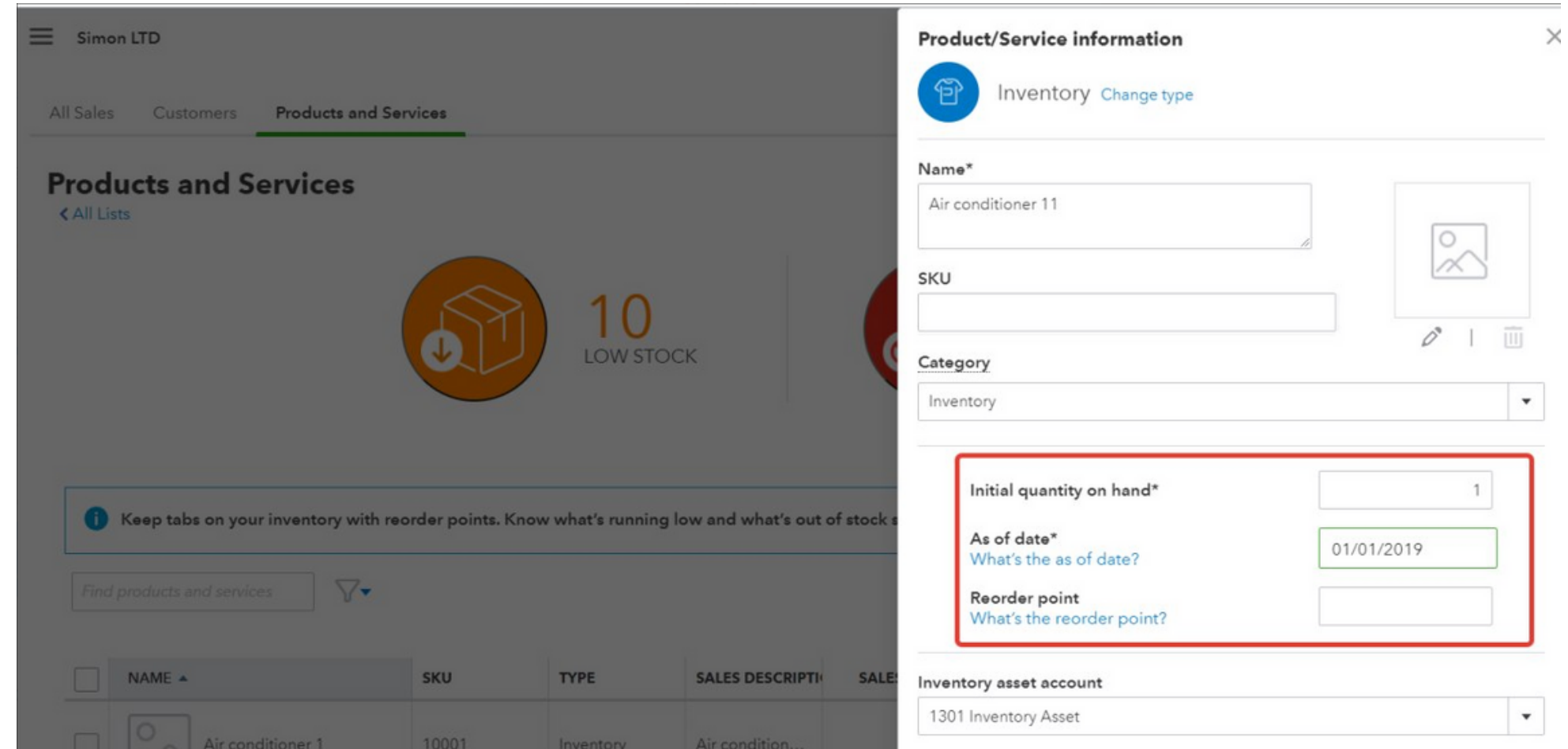
Preferred Supplier
Ice LLC

Save and close

Как создать номенклатуру?

Для заведения номенклатуры заведите **Initial quantity on hand** - 1 шт и дату начала периода (например начало года)

После сохранения номенклатуры зайдите снова через кнопку **Edit** и внутри справочника зайдите в **Starting value** и поставьте количество - 0



Simon LTD

All Sales Customers **Products and Services**

Products and Services
All Lists

Keep tabs on your inventory with reorder points. Know what's running low and what's out of stock.

Find products and services

NAME	SKU	TYPE	SALES DESCRIPTION	SALES
Air conditioner 1	10001	Inventory	Air condition...	

Product/Service information

Inventory [Change type](#)

Name*
Air conditioner 11

SKU

Category
Inventory

Initial quantity on hand*
1

As of date*
What's the as of date?
01/01/2019

Reorder point
What's the reorder point?

Inventory asset account
1301 Inventory Asset