

How to invoice SO's using QuickBooks

Please make sure you followed the instructions for the initial QuickBooks setup.




IMPORTANT: Only SO's that are in the 'Approved' status will be invoiced.

1. Select 'Invoice SOs' from the admin tool drop down
2. Select the appropriate client and date range
3. Click on 'Filter'

The filtered list produced is ready to be imported to your QuickBooks invoice

4. Open a new invoice in QuickBooks, make sure to select the Service Master template
5. Select your matching client from the QuickBooks 'Customer: Job' dropdown
6. Select the first empty cell in the invoice 'Item' column
7. Execute the correct QuickBooks import script you were provided, use either the tax or non-tax script depending on whether you charge sales tax.
8. Verify that the imported invoice data matches your filtered output (step 3 above)

IMPORTANT: The Import procedure does NOT import any materials or parking charges to your invoice – these charges must be entered in manually.

9. Check the filtered list for Toolbox icons  or Parking icons . These are indicators that the SO has either parking or material information attached to it. Follow your own company's policy for any billing procedure and costs regarding materials and parking.
10. Special note reminders may have also been saved to an SO which may impact custom changes or charges for the invoice. Check the filtered list for any Bang icons  that may indicate custom changes to an SO's billing.
11. Once you've verified the accuracy of the QuickBooks invoice against the filtered list you may save your QuickBooks invoice, and process it in accordance with any specific company policy you employ for invoicing procedures.
12. From the filtered list you may also easily print out all SO's listed by clicking on the 'Print' button. Many companies send hardcopies of these SO's to clients bundled with the corresponding invoice.
13. Lastly the SO's in the filtered list should be archived by clicking the 'Archive' button.

Reminder: An SO in its final 'Archived' stage is simply an indicator that it has passed through your billing procedure. All archived SO's can also be referenced for historical purposes.