

QuickBooks Initial Setup

Invoicing your SO's is one of the more powerful features available to you in the Service Master system. The amount of time spent billing will be cut down to a fraction of the time it would take otherwise.

The invoicing capabilities are compatible with all versions of QuickBooks.

Step 1 – Importing the invoice Template

During your initial setup you were provided with a custom invoice template. This template should be imported to your QuickBooks company database.

- In your QuickBooks company database click on the 'Lists' dropdown and select 'Templates'
- Click on the 'Templates' button on the bottom left and select 'Import'. Select the location for the 'Service Master.DES' file you were provided.

The invoicing capability will only work using this invoice template. Always make sure this invoice template is selected from the template dropdown when ready to invoice.

Step 2 – Setting up QuickBooks for Sales Tax

During the initial setup you were provided with two different QuickBooks import scripts. Which one you use will depend on whether you charge sales tax.

Within your QuickBooks company database you can modify whether you use sales tax. **Please note: It is advisable to consult with your accountant or bookkeeper before modifying your QuickBooks company database preferences.**

- From the 'Edit' dropdown select 'Preferences'.
- Choose the 'Sales Tax' link in the left navigation bar, and select the 'Company Preferences' tab.
- Select 'Yes' or 'No' in the "Do you Charge Sales Tax?" box.

Please see the following link for more information on Setting up QuickBooks sales tax.
http://www.quickbooks.com/support/faqs/docs/w_saletaxpref.html

Step 3 – Setting up the QuickBooks default Items List

- Click on the ‘Lists’ drop down and select ‘Item Lists’
- Click on the ‘Item’ button and select ‘New’

6 new items must be created in your QuickBooks Items List

Please note: It is advisable to consult with your accountant or bookkeeper before modifying your QuickBooks company database preferences.

Enter the following five new Items using the provided data below:

Type	Item Name	Description	Sales Tax Code	Account	Rate
Service	Onsite Support		Non	Services	0.00
Service	Phone Support		Non	Services	0.00
Service	Remote Access		Non	Services	0.00
Other Charge	OSC		Non	Services	* 10.00
Other Charge	Parking	Parking	Non	Fees	0.00
Other Charge	Travel	Travel	Non	Fees	0.00

* Note: OSC (Onsite Service Charge) is optional. If your company charges an extra flat fee for any onsite support please enter the appropriate amount in the Rate field for OSC.