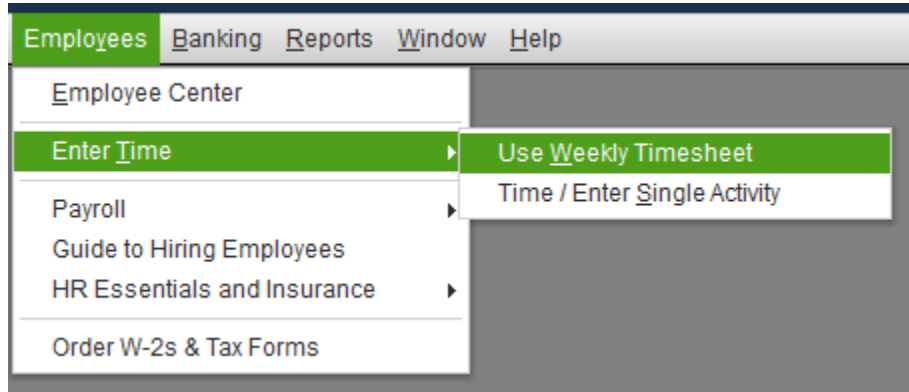


1. How to handle quickbooks vendor bills in 2022

- a. Receive bill from vendor
- b. Enter time by clicking through menu as shown below



- c. Enter vendor name and all info below. Enter time on last day of the month. include Name of resource under notes. **DO NOT CHECK BILLABLE**

The screenshot shows the 'Weekly Timesheet' entry screen. The 'NAME' dropdown is set to 'E-gineering, LLC' and the 'WEEK OF' is 'Dec 27 to Jan 2, 2022'. The table below shows two entries:

CUSTOMER:JOB	SERVICE ITEM	NOTES	CLASS	M 27	TU 28	W 29	TH 30	F 31	SA 1	SU 2	TOT...	BILL...
Alsate.ERCP	Consulting Services	Bryan V						5:00			5:00	<input type="checkbox"/>
Blake Behr: Metal Stud Punch	Consulting Services	James M						10:00			10:00	<input type="checkbox"/>

- d. Enter vendor bill. **Vendors > enter bills**. Then click on **Enter Time** and window below will open. Select **start date** and **end date** to be last day of month as shown below.

The screenshot shows the 'Enter Bills' window with the following details:

- VENDOR:** E-gineering, LLC
- ADDRESS:** E-gineering, LLC, 8415 Allison Pointe Blvd, Suite 200, Indianapolis, IN 46250
- DATE:** 12/29/2021
- REF. NO.:** (empty)
- AMOUNT DUE:** 0.00
- BILL DUE:** 01/08/2022

The 'Select Time Period' dialog box is open, showing:

- Start Date:** 12/31/2021
- End Date:** 12/31/2021

The hours will automatically populate for the selected date. **MAKE SURE TO ADD DESCRIPTION, CHECK BILLABLE, AND ENTER JOB INFO AS CIRCLED BELOW**

The screenshot shows the 'Enter Bills' window with the following details:

- VENDOR:** E-gineering, LLC
- ADDRESS:** E-gineering, LLC, 8415 Allison Pointe Blvd, Suite 200, Indianapolis, IN 46250
- DATE:** 12/29/2021
- REF. NO.:** (empty)
- AMOUNT DUE:** 900.00
- BILL DUE:** 01/08/2022
- MEMO:** (12/31/2021 - 12/31/2021)

The 'Expenses' section shows two items:

ITEM	DESCRIPTION	QTY	COST	AMOUNT	C...	CUSTOMER JOB	BILLABLE?
Consulting Services	Bryan V - Dec 2021	5	60.00	300.00		Alsatie ERCP	<input checked="" type="checkbox"/>
Consulting Services	James M - Dec 2021	10	60.00	600.00		Blake Behr.Metal Stud Pu...	<input checked="" type="checkbox"/>

- e. Create invoice to customer in same fashion as above. Vendor time will show up in the items tab as shown below with the description that was entered on the vendor bill.

The screenshot shows the 'Create Invoices' window. The main form displays 'Invoice' for customer 'Alsatie:ERCP' with date '12/29/2021' and invoice number '1654'. A 'Choose Billable Time and Costs' dialog box is open, showing a table of billable items for 'Alsatie:ERCP'.

DATE	ITEM	DESCRIPTION	QTY	RATE	AMOUNT	HIDE
12/29/2021	Consulting Services	Bryan V - Dec 2021	5	125.00	625.00	

The dialog box also shows a 'Total billable time and costs' of 0.00 and options to 'Print selected time and costs as one invoice item'.

- f. Now time reports can be run as shown below

The screenshot shows the 'Reports' menu. The 'Jobs, Time & Mileage' category is expanded, and 'Time by Job Detail' is highlighted.

- Report Center
- Memorized Reports
- Scheduled Reports
- Commented Reports
- Favorite Reports
- Company Snapshot
- Process Multiple Reports
- Company & Financial
- Customers & Receivables
- Sales
- Jobs, Time & Mileage**
 - Job Profitability Summary
 - Job Profitability Detail
 - Job Estimates vs. Actuals Summary
 - Job Estimates vs. Actuals Detail
 - Item Profitability
 - Item Estimates vs. Actuals
 - Profit & Loss by Job
- Contributed Reports
- Advanced Reports
 - Estimates by Job
 - Unbilled Costs by Job
 - Open Purchase Orders by Job
- Custom Reports
 - Time by Job Summary
 - Time by Job Detail**
 - Time by Name
 - Time by Item
- QuickReport (Ctrl+Q)
- Transaction History
- Transaction Journal

The report below will pop up. Click customize report and then add Notes column. The notes form the timesheet will be displayed

Time by Job Detail

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Re

Dates This Fiscal Year From 01/01/2021 To 12/31/2021

Show Filters

3:58 PM
12/29/21

316 Product Development LLC Time by Job Detail January through December 2021

Date	Name	Billing Status	Duration	Notes
Alsatie:ERCP				
Consulting Services				
06/14/2021	Jake A Flagle	Billed	1:58	
08/05/2021	Jake A Flagle	Billed	0:35	
08/05/2021	Jake A Flagle	Billed	3:34	
08/06/2021	Jake A Flagle	Billed	0:29	
08/06/2021	Jake A Flagle	Billed	2:14	
08/06/2021	Jake A Flagle	Billed	0:25	
08/20/2021	Jake A Flagle	Billed	0:15	
08/20/2021	Jake A Flagle	Billed	0:07	
08/20/2021	Jake A Flagle	Billed	0:24	
08/21/2021	Jake A Flagle	Billed	1:00	
08/24/2021	Jake A Flagle	Billed	0:03	
08/24/2021	Jake A Flagle	Billed	0:15	
08/30/2021	Jake A Flagle	Billed	0:09	
09/03/2021	Jake A Flagle	Billed	0:04	
09/03/2021	Jake A Flagle	Billed	0:04	
09/04/2021	Jake A Flagle	Billed	0:11	
09/18/2021	Jake A Flagle	Billed	0:25	
11/13/2021	Jake A Flagle	Billed	0:15	
11/13/2021	Jake A Flagle	Billed	0:07	
11/19/2021	Jake A Flagle	Billed	0:08	
11/19/2021	Jake A Flagle	Billed	1:31	
12/31/2021	E-gineering,...	Not Billable	5:00	Bryan V
Total Consulting Services			19:13	
Total Alsatie:ERCP			19:13	
Alsatie:Side Snare				