

After your purchase order has been created and you are ready to create the bill, follow these steps to convert the purchase order to a bill and then to pay the bill.

Option 1: Convert Your Purchase Order to a Bill

03/30/2017	Bill	407278	Fabricut	\$29.05	
03/30/2017	Bill Payment (Check)	10314	Fabricut	\$29.05	
03/29/2017	Purchase Order	PO-10031	Fabricut	\$34.00	Send ▾
03/02/2017	Bill Payment (Check)	10300	Fabricut	\$640.04	Copy to bill
03/01/2017	Bill	2102	Fabricut	\$120.44	Print
03/01/2017	Bill	2101	Fabricut	\$519.60	Copy

Pull up the Vendor name to find your list of transactions and locate the purchase order you want to change.

On the right side of the screen *click the drop down arrow* next to the word Send

Select *Copy to Bill*

Linked Bill Created

Bill

Fabricut

1 linked transaction

BALANCE DUE

\$34.00

Mailing address: Fabricut, PO Box 470490, Tulsa, OK 74147-0490

Terms: Due on receipt | Bill date: 04/03/2017 | Due date: 04/03/2017

Bill no.

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1								
2								

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	MARKUP %	SALES AMT	TAX	CUSTOMER	CLASS
1	Fabric Trim	04020 Navy	1	14.50	14.50					Bobby and Lee Orgel	COGS:Materials
2	Payments & Fees-Delivery As	Shipping/Freight/Delivery	1	19.50	19.50					Bobby and Lee Orgel	COGS:Freight
3											

You will notice that the items have been transfer over to the bill exactly as it was on the purchase order.

The link symbol next to each of the items alerts you that they were added by a linked transaction

Assign Customer & Class for better tracking

QTY	RATE	AMOUNT	BILLABLE	MARKUP %	SALES AMT	TAX	CUSTOMER	CLASS
1	14.05	14.05	✓	50%	21.08	✓	Bobby and Lee Orgel	COGS:Materials
1	14.95	14.95					Bobby and Lee Orgel	COGS:Freight Ir

Qty: Number of items on the bill.

Rate: The cost per unit on the bill.

Amount: Calculated from **Qty x Rate**

- Changing the Quantity and | or Amount to adjust the totals that were on the purchase order to match the billed amount.
- This is useful for modifying shipping charges or adding discounts when with terms.

Billable: Add a check mark to turn this into a billable expense

Markup: Provide the markup percentage desired

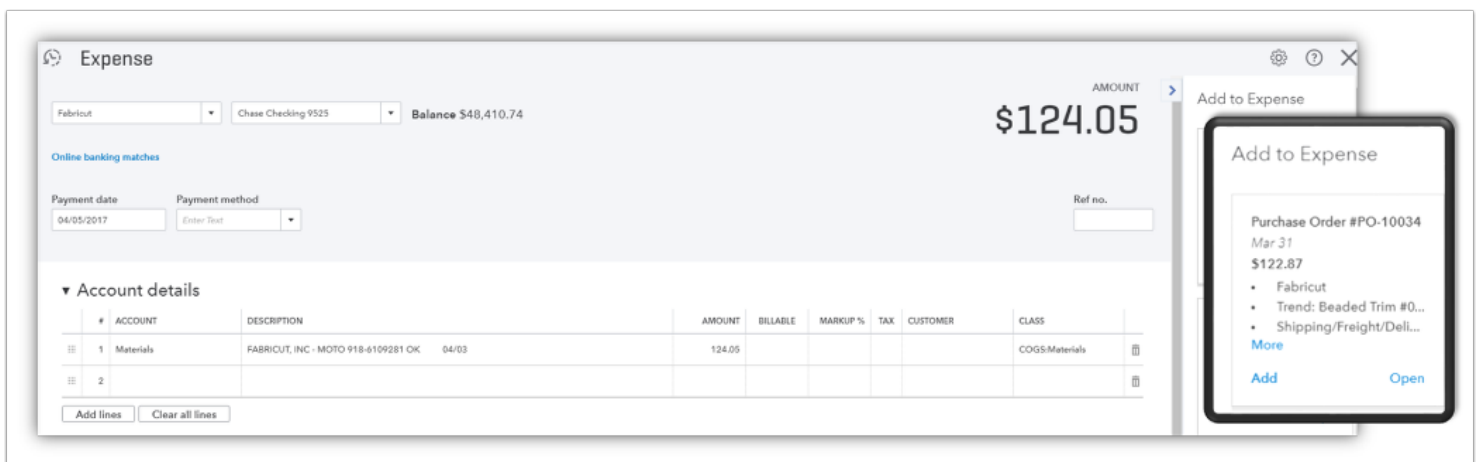
Sales Amt: This will be auto cacluated based on the **Amount x Markup %**. This amount will be available the enxt time you create an invoice for the client.

Tax: Add a checkmark to make the item taxable

Customer: By assigning the customer name to the bill you can better track the costs per job.

Class: We utilize the classes to offer better reprotog options.

Option 2: Add a purchase order to an Expense





The screenshot shows the 'Expense' management interface. At the top, the account is 'Fabricut' with a balance of \$48,410.74. The current expense entry is for 'Fabricut' with an amount of \$124.05. A side pop-out menu titled 'Add to Expense' is open, showing details for 'Purchase Order #PO-10034' dated 'Mar 31' with a total of '\$122.87'. The menu lists items like 'Fabricut', 'Trend: Beaded Trim #0...', and 'Shipping/Freight/Deli...' with 'Add' and 'Open' buttons at the bottom.

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS
1	Materials	FABRICUT, INC - MOTO 918-6109281 OK	124.05					COGSMaterials
2								




If you already accepted an expense in from the banking area, they best way to clear out your existing purchase orders by linking a bill and a payment is to add the purchase order from the side pop out menu

Update the Purchase Order totals to match the cleared expense amount

▼ Account details 1

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	MARKUP %	TAX	CUSTOMER	CLASS	
1		Fabricut	124.05						< 
2									< 

▼ Item details 2

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	BILLABLE	MARKUP %	SALES AMT	TAX	CUSTOMER	CLASS	
1	Fabric Trim	Trend: Beaded Trim #03216 Color: Pewter	6	18.25	109.50					Jackie & Joe Black	COGS:Materials	< 
2	Payments & Fees:Delivery Asi	Shipping/Freight/Delivery (Estimated only)	1	14.55	14.55					Jackie & Joe Black	COGS:Freight In	< 
3												< 


Memo Total **\$248.10**

1: This is the amount that was initially on the expense transaction

2: The Item Details were populated from the transaction on the Purchase Order.

- You may need to adjust the pricing on the on the new items to make them match the bill and the cleared charge.
- When these totals match exactly you can click on the trash can in the top section and remove the account line item.

Total Error:



Are you sure you want to change the amount? It will be different from the matching downloaded transaction: \$124.05 debit to FABRICUT, INC - MOTO 918-6109281 on 04/05/2017

This can cause differences between your bank and QuickBooks balances.

Do you want to continue?

No

Yes

If the total of your bill does not match the amount of the downloaded transaction, this error message will be displayed.

Go back to the transaction and review the totals and modify to match.

Linked History

Fabricut

1 linked transaction

Online banking matches

Type	Date	Amount	
Purchase Order	03/31/2017	\$122.87	Remove

Date	Type	Amount	Payee
04/05/2017	DEBIT	\$-124.05	FABRICUT, INC - MOTO 918-6109281
RULE APPLIED: PBS.Fabricut			

Now you have a complete history for the transaction from Purchase Order to the matching expense from the bank.

Keep the Shelf Empty

Add to Expense

[Add all](#)

Added to your expense

Purchase Order #2005
Nov 3, 2016
\$61.88

- Fabric: Lip Cord for 22...
- Order #973025 Place...

[More](#)

[Add](#) [Open](#)

Purchase Order #2058
Dec 12, 2016
\$15.00

Vozzo Great Room 18"
Pillow Trim: 02...

[More](#)

[Add](#) [Open](#)

Best practice is to always keep the side shelf empty. If you still have items sitting in the shelf, most likely there is still more you can do with them.

Reviewing Your Action Items:

\$5,278.50	Print ▼
\$27.86	
\$15.00	Copy to bill ▼
\$180.09	
\$252.48	
\$733.13	Send ▼
\$61.88	Send ▼

Send: Purchase orders that show **Send** have not emailed to anyone yet been closed or have not been converted to a bill.

Copy to Bill: Purchase orders that show **Copy to a Bill** have been emailed but not converted to a bill.

Print: Once a Purchase Order has been converted to a bill, **Print** will be displayed.