

1. go to Moni visa.

Transactions

Bank transactions App transactions Receipts Reconcile Rules Chart of accounts Recurring transactions

2103 Credit Cards:Moni 0221

Give feedback Update Link account

- 1001 Royal Bank Of C... Bank: \$98,680.94
- 2103 Credit Cards:Mo... Bank: \$5,227.37
- 2104 Credit Cards:Rad... Bank: \$1,187.86
- 2102 Credit Cards:Flav... Bank: \$262.60
- 2112 Credit Cards:Just... Bank: -\$20.49
- 2114 Matt 0717 Bank: \$3,208.21
- 2115 Credit Cards:Ga... Bank: \$1,680.53

Pending (37) Posted Excluded

Switch to previous version Tutorial Go to bank register

Date	Bank Description	Spent	Received	Tax	From/To	Match/Categorize	Action
▼ Acrylco Mfg Ltd (1)							
24-06-2025	Acrylco Mfg Ltd	\$92.23		Z (0%)	PFS (Premier I	Expense OR094405 24-06-2025 PFS (Premier Finishing Solutions) -\$92.23	Match Categorize Match
▼ Amazon (4)							
15-06-2025	Amazon	\$39.18		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
19-06-2025	Amazon	\$24.11		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
19-06-2025	Amazon	\$26.20		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
19-06-2025	Amazon	\$52.03		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
▼ Apple (1)							
14-06-2025	Apple	\$3,667.38		Out of Scope (0%	Apple	6350 Computer and Internet Expenses	Match Categorize Post
▼ BC Liquor (1)							
23-06-2025	BC Liquor	\$39.76		Out of Scope (0%	BC Liquor Store	Expense 23-06-2025 BC Liquor Store -\$39.76	Match Categorize Match
▼ Bcaa Membership (1)							
18-06-2025	Bcaa Membership	\$141.75		Out of Scope (0%	BCAA	6355 Dues and Subscriptions	Match Categorize Post
▼ Bradford Hardware (1)							
24-06-2025	Bradford Hardware	\$898.54		S (12%)	Bradford Han	5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
▼ CBP SUMAS WA 3 INDIANAPOLIS IN (1)							

2. Log into amazon & look for this expense

SOFO KITCHENS LTD

1. type the vendor name in the search bar.

to log into amazon (or any other vendor) follow these steps

2. click on vendor

TRANSACTIONS

Expense Amazon 671 24/6/25 \$88.90

Expense Amazon 671 23/6/25 \$17.91 AMAZON* NO12K2U50 VANCO...

Expense Amazon 671 8/6/25 \$449.34

Expense Amazon 671 30/5/25 \$62.71

Expense Amazon 671 28/5/25 \$19.39

Expense Amazon 671 25/5/25 \$18.64 AMAZON* NN85M0FF1 VANCO... A...

Expense Amazon 671 24/5/25 \$46.65

CONTACTS Supplier Amazon Found in online account: sofoaccounting@yahoo.c... Create Bill

Date	Bank Description	Spent	Received	Tax	From/To	Match/Categorize	Action
24-06-2025	Acrylco Mfg Ltd	\$92.23		Z (0%)	PFS (Premier I	Expense OR094405 24-06-2025 PFS (Premier Finishing Solutions) -\$92.23	Match Categorize Match
15-06-2025	Amazon	\$39.18		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
19-06-2025	Amazon	\$24.11		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
19-06-2025	Amazon	\$26.20		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post
19-06-2025	Amazon	\$52.03		Z (0%)	Amazon	RULE 5300 Cost of Goods Sold:Purchases/Cost of Materials	Match Categorize Post

Expenses

3. click on "show more" to see the user and password

Expenses Bills Purchase orders Suppliers Mileage

Suppliers

Edit New transaction

Amazon

Company
Amazon

Billing address

Bill Pay ACH info

Notes

Enter as Expenses/receipt. Found in online accounts.

sofoaccounting@yahoo.com

amazon.de same credentials

Show less

SUMMARY

\$0.00
Open balance

\$0.00
Overdue payment

Transaction List Supplier Details

All transactions

Filter

Dates: Last 12 months

	DATE	TYPE	NO.	PAYEE	STATUS	CATEGORY	MEMO	TOTAL BEFORE SALES TAX	SALES TAX	TOTAL	APPROVAL STATUS	ACTION
<input type="checkbox"/>	24-06-2025	Expense		Amazon	Paid	5300 Cost of Goods Sold:Pur	AMZN Mktp CA*NQ1VD9VA2 WWW.AMAZON.CA...	\$79.38	\$9.52	\$88.90		View/Edit
<input type="checkbox"/>	23-06-2025	Expense		Amazon	Paid	5300 Cost of Goods Sold:Pur	AMAZON* NO12K2U50 VANCOUVER BC	\$15.99	\$1.92	\$17.91		View/Edit
<input type="checkbox"/>	08-06-2025	Expense		Amazon	Paid	6602 Office Supplies	AMZN Mktp CA*NHSIT6JT0 WWW.AMAZON.CA ON	\$449.34	\$0.00	\$449.34		View/Edit
<input type="checkbox"/>	30-05-2025	Expense		Amazon	Paid	5300 Cost of Goods Sold:Pur	AMZN Mktp CA*NN1744BH0 WWW.AMAZON.CA ...	\$55.99	\$6.72	\$62.71		View/Edit
<input type="checkbox"/>	28-05-2025	Expense		Amazon	Paid	5300 Cost of Goods Sold:Pur	AMZN Mktp CA*NN1744BH0 WWW.AMAZON.CA ...	\$10.00	\$0.00	\$10.00		View/Edit

Your Account > Your Orders > Order Details

Order Details

Order placed June 15, 2025 Order number 702-2852644-0667414 [Invoice](#)

Ship to	Payment Methods	Order Summary
SOFO KITCHENS SHOP 2810 Huntington Place (open Fr 8 Am-5:30 Pm) Port Coquitlam, British Columbia V3C 4T3 Canada	VISA Visa ending in 0221	Item(s) Subtotal: \$34.98 Shipping & Handling: \$0.00 Total before tax: \$34.98 Estimated GST/HST: \$1.75 Estimated PST/QST: \$2.45 Grand Total: \$39.18

Delivered 16 June
Package was handed to a receptionist
Signed by: S&L

ProtoArc Ergonomic Vertical Mouse, EM11 NL Bluetooth Mouse Wireless Rechargeable Mouse with 3 Devices (Bluetooth or USB), Vertical Wireless Mouse for Computer, iPad, Mac, Windows (Black)
Sold by: ProtoArc
Return items: Eligible through July 16, 2025
\$34.98

[Buy it again](#) [View your item](#)

[Get product support](#)
[Track package](#)
[Return items](#)
[Share gift receipt](#)
[Ask a Product-Related Question](#)
[Leave seller feedback](#)
[Write a product review](#)

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Transactions

Bank transactions App transactions Receipts Reconcile Rules Chart of accounts Recurring transactions

Search All dates All transactions (37) Collapse all groupings 1:37 of 37

Date	Full Bank Description	Spent	Received	Tax	From/To	Match/Category	Action
24-06-2025	ACRYLUX Mfg LM 111	\$12.23			FFS (Phone)	Expense 00094400 24-06-2025 FFS (Phone Financing... Match	
15-06-2025	AMAZON MCKENZIE VANCOURIER BC	\$39.18		5 (1785)	Amazon	Select customer/project Expense 5300 Cost of Goods Sold-Purchase/Cost of Materials Match Category	Post
19-06-2025	AMAZON MCKENZIE VANCOURIER BC	\$24.11		2 (206)	Amazon	Select customer/project Expense 5300 Cost of Goods Sold-Purchase/Cost of M...	Post

4 attach screenshot of the order

5 check which tax is included (G=GST, S = GST+PST)

6 if the product is for a specific client specify it here

7 check you have the correct chart of account - GOGS materials for purchases for clients, this one is for office supplies

8. post - click "post"

Transactions

9. Ensure all entries are correct – use the search bar to view the latest post

Bank transactions App transactions Receipts Reconcile Rules Chart of accounts Recurring transactions

Date	Full Bank Description	Spent	Received	Tax	From/To	Customer
▼ Acrylco Mfg Ltd (1)						
24-06-2025	ACRYLCO MFG LTD NEW WEST BC	\$92.23		0 (0%)	PFS (Prem	Select customer/project
▼ Amazon (3)						
19-06-2025	AMAZON* NO9264ZCO VANCOUVER BC	\$24.11		Z (0%)	Amazon	Select customer/project
19-06-2025	AMAZON.COM * NO3267DB2 VANCOUVER BC	\$26.20		Z (0%)	Amazon	Select customer/project
19-06-2025	AMZN Mktp CA*NO1MU8DTZ WWW.AMAZON.CA ON	\$52.03		Z (0%)	Amazon	Select customer/project
▼ Apple (1)						
14-06-2025	APPLE.COM/CA 800-676-2775 ON	\$3,667.38		Out of Scope	Apple	Select customer/project
▼ BC Liquor (1)						
23-06-2025	BC LIQUOR #163 PORT COQUITLA BC	\$39.76		Out of Scope	BC Liquor Store	Select customer/project
▼ Bcaa Membership (1)						
18-06-2025	BCAA-MEMBERSHIP BURNABY BC	\$141.75		Out of Scope	BCAA	Select customer/project
▼ Bradford Hardware (1)						
24-06-2025	BRADFORD HARDWARE VANCOUVER BC	\$898.54		S (12%)	Bradford H	Select customer/project
▼ CBP SUMAS WA 3 INDIANAPOLIS IN (1)						
12-06-2025	CBP SUMAS WA 3 INDIANAPOLIS IN	\$27.51		Out of Scope	US Custom	Select customer/project
▼ Docking Drawer (1)						
19-06-2025	SP DOCKING DRAWER DOCKINGDRAWER CA	\$422.10		S (12%)	Docking D	Select customer/project
▼ Etsy.com (2)						
13-06-2025	Etsy.com*FordHardware Toronto ON	\$131.78		S (12%)	ford	Select customer/project
14-06-2025	Etsy.com*FordHardware Toronto ON	\$131.78		S (12%)	820 E13	Select customer/project

Search

RECENT SEARCHES

- Supplier: 65031
- Expense | Amazon | 24-06-2025 | \$88.90
- Expense | Amazon | 23-06-2025 | \$17.91
- Invoice 4797 | ICBCrefund | 822 | 26/6/25 | \$0.00 | ICBC refund for claim g...

View more

RECENT TRANSACTIONS

- Expense | Amazon | 24-06-2025 | \$88.90
- Expense | Amazon | 23-06-2025 | \$17.91
- Invoice 4803 | BERNHARD 2025 | 27-06-2025 | \$253.16
- Expense | Shoppers Drug Mart | 16-06-2025 | \$506.80
- Expense OR094386 | PFS (Premier Finishing Solutions) | 23-06-2025 | \$1,243.65
- Expense 00078406 | Bradford Hardware | 23-06-2025 | \$59.85
- Expense 700356 | Innovative MFG | 19-06-2025 | \$483.00
- Bill Payment 1 | MXGlass Mirror Mfg | 19-06-2025 | \$516.04

Advanced transactions search for more results



Expense

1 online banking match

check that everything matches the order

Copy

Give feedback



Payee: Amazon Payment account: 2103 Credit Cards:Moni 0221 Balance \$53,135.55

AMOUNT \$39.18

Payment Date: 15-06-2025 Payment Method: Ref no.:

Tags (2) Manage tags Start typing to add a tag

Amounts are Inclusive of Tax

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	CUSTOMER / PROJECT
1	5300 Cost of Goods Sold:Purchases/C	ProtoArc Ergonomic Vertical Mouse, EM11 NL Bluetooth Mouse Wireless Rechargeable Mice with 3 Devices (Bluetooth or USB), Vertical Wireless Mouse for Computer, iPad, Mac, Windows (Black) Sold by: ProtoArc	\$39.18	\$		
2						

Add lines Clear all lines

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	BILLABLE	CUSTOMER / PROJECT
1								
2								

Add lines Clear all lines

Memo: ProtoArc Ergonomic Vertical Mouse, EM11 NL Bluetooth Mouse Wireless Rechargeable Mice with 3 Devices (Bluetooth or USB), Vertical Wireless Mouse for Computer, iPad, Mac, Windows (Black) Sold by: ProtoArc

Attachments

Screenshot 2025-06-27 at 4.11.53 PM.png 171KB

Add attachment

Max file size: 20 MB

Show existing

Subtotal \$39.18

Includes GST/HST @ 5% on \$34.98 \$1.75

Includes PST @ 7% on \$34.98 \$2.45

Total \$39.18

Privacy