

## ENTERING BILLS

!!! **Difference** between Expenses and Bills!!!!

Expense = has already been paid and most likely has a receipt attached(ex. gas receipt,Home depot,Rona,Marathon Fasteners., Kitply,Upper Canada)

Bill = has NOT been paid, it's on an account. Will be paid when we get a statement (ex Richelieu, Mckillican,Highmark Doors,Versed Management, Ionel Huiban,FVIS)

1. click on **+NEW- BILL**

The screenshot shows the QuickBooks interface for 'Sofu Kitchens Ltd'. The 'New' button is circled in red with a '1' next to it. The 'Bill' option under the 'SUPPLIERS' column is circled in red with a '2' next to it.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	<b>Bill</b>	Approve Time	Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print cheques		

2. Go to the [sofoaccounting@yahoo.com](mailto:sofoaccounting@yahoo.com) mailbox and look up the invoice. Download & save it

richelieu Hardware
Sofo Accoun...

Richelieu Invoice #HL

← Back
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**Richelieu Hardware**

Richelieu Invoice #HL72774 Yahoo/Inbox

**Richelieu Hardware** <service@richelieu.ca>  
To: sofoaccounting@yahoo.com

Wed., Jun. 23 at 7:31 a.m.

Dear Acfcounts Payable,

Please find enclosed your bill in PDF format.

Thank you for your business,

Customer service  
Richelieu Hardware  
1 866 832-4010 (USA)  
1 800 361-6000 (CAN)  
[credit@richelieu.com](mailto:credit@richelieu.com)

2

HL72774.pdf  
12.5kB

HL72774.pdf
Page 1 of 1

**INVOICE - FACTURE**

**RICHELIEU VANCOUVER**  
RICHELIEU HARDWARE CANADA LTD  
150 - 12851 ROWAN PLACE  
RICHMOND BC  
V6V 2K5 TEL. 604-273-3188  
FAX. 604-278-0639

**SOFO KITCHENS LTD**  
11818 STEPHENS ST  
MAPLE RIDGE BC  
V2X 6S3

**SOFO KITCHENS LTD**  
2810 HUNTINGTON PLACE  
\*\*\*\* CLOSÉS AT 3PM\*\*\*  
PORT COQUITLAM BC  
V3C 4T3 604-727-1764

INVOICE DATE DATE DE FACTURE	CUSTOMER NO. N° CLIENT	STORE NO. N° MAGASIN	G.S.T. NO. N° T.P.S.	PROVINCIAL TAX NO. N° TAXE DE REVTE PROVINCIALE	INVOICE NO. N° FACTURE	PAGE
2021/06/23	183379	001	R 121664924	1012-5568	HL72774	1
CUSTOMER ORDER NO. N° COMMANDE DU CLIENT	CREDIT AUTHORIZATION AUTORISATION DE CREDIT	CUSTOMER PROVINCIAL TAX NO. N° TAXE PROVINCIALE DU CLIENT	TERMS CONDITIONS			
RENOCON / SHOP		BLANKET	N 30			

QTY ORD. QTE COMM.	PRODUCT NO. N° PRODUIT	DESCRIPTION	UOM	UNIT PRICE PRIX UNITAIRE	AMOUNT MONTANT
2	016211180	REMIT TO: RICHELIEU HARD. LTD UNIT 150 -12851 ROWAN PLACE RICHMOND, B.C. V6V 2K5	EA	12.6300	25.26
1	18924006	SHOP MAGN.CENTER W/DRILL GUIDE, ALU	BA	54.8800	54.88
	6107140100	RENOCON SHOWROOM KITCHEN 4 BASKET ANTISLIP MAG. CORN.GREY B/O QUANTITY 2 B/O	BX	160.5600	B/O
	16103100	SHOP RIGHT BLIND CORNER MECH.(GREY) B/O QUANTITY 1 B/O	EA	314.1800	B/O
	18927651	SHOP CONCEPTA 50 1DR 2301-2850 B/O QUANTITY 1 B/O	ST	1619.8400	B/O
	455670100	RENOCON SHOWROOM KITCHEN SPACER 486 X 50 X 25 MM GREY B/O QUANTITY 75 B/O	EA	5.8600	B/O

AMOUNT BEFORE TAXES MONTANT AVANT TAXES	G.S.T. T.P.S.	PROVINCIAL SALES TAX TAXE PROVINCIALE	IF PAID BEFORE SI PAYÉ AVANT	CASH DISCOUNT ESCOMPTE DE CASH	TOTAL AMOUNT MONTANT TOTAL
\$80.14	\$4.00				\$84.14

NO CLAIM FOR SHORTAGE OR DAMAGE WILL BE ACCEPTED UNLESS MADE WITHIN 3 DAYS OF DATE OF DELIVERY.  
AUCUNE RÉCLAMÉ POUR DIMENSION OU DOMMAGE NE SERA ACCEPTÉE À MOINS D'ÊTRE FAITE DANS LES 3 JOURS SUIVANT LA DATE DE LIVRAISON.

SERVICE CHARGE OF: 2.00 % PER MONTH ON PAID OUT ACCOUNTS.  
FRAIS DE SERVICE DE: 2.00 % PAR MOIS SUR COMPTÉ ÉCHU.

3. Enter the date, the invoice number, the PO (in quickbooks this is called "Customer/Project")

**Bill no.HL72774 impartial**

Supplier: Richelieu

BALANCE DUE: **\$84.14**

Mailing address: Nicole Parsley, RICHELIEU HARDWARE CANADA LTD, 150 - 12851 ROWAN PLACE, RICHMOND BC

Terms: Net 30

Bill date: 23-06-2021

Due date: 23-07-2021

Bill no: HL72774 impartial

Tags: Start typing to add a tag

Amounts are: Exclusive of Tax

**Category details**

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	MARKUP %	CUSTOMER / PROJECT	CLASS
1	5300 Cost of Goods Sold:Purchases/Cost of Materials	SOFT STOPPER FOR MAG.CORNER GR SHOP	25.26	G				
2	5300 Cost of Goods Sold:Purchases/Cost of Materials	MAGN.CENTER W/DRILL GUIDE, ALU RENOCON SHOWROOM KITCHEN	54.88	G			Renocon;Renocon	
3	5300 Cost of Goods Sold:Purchases/Cost of Materials	4 BASKET ANTISLIP MAG.CORN.GRY B/O QUANTITY 2 B/O SHOP	0.00	G				
4	5300 Cost of Goods Sold:Purchases/Cost of Materials	RIGHT BLIND CORNER MECH. (GREY) B/O QUANTITY 1 B/O SHOP	0.00	G				
5	5300 Cost of Goods Sold:Purchases/Cost of Materials	CONCEPTA 50 1DR 2301-2850 B/O QUANTITY 1 B/O RENOCON SHOWROOM KITCHEN	0.00	G				
6	5300 Cost of Goods Sold:Purchases/Cost of Materials	SPACER 486 X 50 X 25 MM GREY B/O QUANTITY 75 B/O SHOP	0.00	G				
7								
8								

**Item details**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	BILLABLE	MARKUP %	SALES AMT	CUSTOMER / PROJECT	CLASS
1											

impartial because some items are backorders. When they send the items it will probably have the same invoice number

**Richelieu**

**INVOICE - FACTURE**

RICHELIEU VANCOUVER  
RICHELIEU HARDWARE CANADA LTD  
150 - 12851 ROWAN PLACE  
RICHMOND BC  
V6V 2K5 TEL. 604-273-3108  
FAX. 604-278-0639

SOFO KITCHENS LTD  
11818 STEPHENS ST  
MAPLE RIDGE BC  
V2X 6S3

SOFO KITCHENS LTD  
2810 HUNTINGTON PLACE  
\*\*\*\* CLOSÉS AT 3PM\*\*\*  
PORT COQUITLAM BC  
V3C 4T3 604-727-1764

INVOICE DATE: 2021/06/23  
CUSTOMER NO: 183379  
STORE NO: 001  
G.S.T. NO: R 121664924  
PROVINCIAL TAX NO: 1012-5568  
INVOICE NO: HL72774

RENOCON / SHOP BLANKET N 30

QTY	ORD	QTE	COMM	PRODUCT NO	N° PRODUIT	DESCRIPTION	UM	UNIT PRICE	PRIX UNITAIRE	AMOUNT	MONTANT
						REMIT TO: RICHELIEU HARD. LTD UNIT 150 -12851 ROWAN PLACE RICHMOND, B.C. V6V 2K5					
2				016211100		SOFT STOPPER FOR MAG.CORNER GR SHOP	EA	12.6300		25.26	
1				18924006		MAGN.CENTER W/DRILL GUIDE, ALU RENOCON SHOWROOM KITCHEN	BA	54.8800		54.88	
				6107140100		4 BASKET ANTISLIP MAG.CORN.GRY B/O QUANTITY 2 B/O SHOP	BX	160.5600		B/O	
				16103100		RIGHT BLIND CORNER MECH. (GREY) B/O QUANTITY 1 B/O SHOP	EA	314.1800		B/O	
				18927651		CONCEPTA 50 1DR 2301-2850 B/O QUANTITY 1 B/O RENOCON SHOWROOM KITCHEN	ST	1619.8400		B/O	
				455670100		SPACER 486 X 50 X 25 MM GREY B/O QUANTITY 75 B/O SHOP	EA	5.8600		B/O	

AMOUNT BEFORE TAXES: \$80.14  
G.S.T. T.P.S.: \$4.00  
PROVINCIAL SALES TAX: TAXE PROVINCIALE  
IF PAID BEFORE: SI PAYÉ AVANT  
CASH DISCOUNT: ESCOMPTÉ DE CAISSE  
TOTAL AMOUNT: MONTANT TOTAL: \$84.14

NO CLAIM FOR SHORTAGE OR DAMAGE WILL BE ACCEPTED UNLESS MADE WITHIN 3 DAYS OF DATE OF DELIVERY.  
AUCUNE RÉCLAMATION POUR OMISSION OU DOMMAGE NE SERA ACCEPTÉE À MOINS D'ÊTRE FAITE DANS LES 3 JOURS SUIVANT LA DATE DE LIVRAISON.

SERVICE CHARGE OF: 2.00 % PER MONTH ON PAST DUE ACCOUNTS.  
FRAIS DE SERVICE DE: 2.00 % PAR MOIS SUR COMPTE ÉCHÉ.

\*CND DOLLARS\*

This is what the invoice looks like in quickbooks

# Bill no.HL72774 impartial

Supplier  
Richelieu

BALANCE DUE

**\$84.14**

Mailing address  
Nicole Parsley  
RICHELIEU HARDWARE  
CANADA LTD  
150 - 12851 ROWAN PLACE  
RICHMOND BC

Terms  
Net 30

Bill date  
23-06-2021

Due date  
23-07-2021

Bill no.  
HL72774 impart

Tags  
Start typing to add a tag

Amounts are Exclusive of Tax

## Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	MARKUP %	CUSTOMER / PROJECT	CLASS
1	5300 Cost of Goods Sold:Purchases/Cost of Materials	SOFT STOPPER FOR MAG.CORNER GR SHOP	25.26	G				
2	5300 Cost of Goods Sold:Purchases/Cost of Materials	MAGN.CENTER W/DRILL GUIDE, ALU RENOCON SHOWROOM KITCHEN	54.88	G			Renocon:Renocon	
3	5300 Cost of Goods Sold:Purchases/Cost of Materials	4 BASKET ANTISLIP MAG.CORN.GRY B/O QUANTITY 2 B/O SHOP	0.00	G				
4	5300 Cost of Goods Sold:Purchases/Cost of Materials	RIGHT BLIND CORNER MECH. (GREY) B/O QUANTITY 1 B/O SHOP	0.00	G				
5	5300 Cost of Goods Sold:Purchases/Cost of Materials	CONCEPTA 50 1DR 2301-2850 B/O QUANTITY 1 B/O RENOCON SHOWROOM KITCHEN	0.00	G			Renocon:Renocon	
6	5300 Cost of Goods Sold:Purchases/Cost of Materials	SPACER 486 X 50 X 25 MM GREY B/O QUANTITY 75 B/O SHOP	0.00	G				
7								
8								

Add lines Clear all lines



**INVOICE - FACTURE**

RICHELIEU VANCOUVER  
 RICHELIEU HARDWARE CANADA LTD  
 150 - 12851 ROWAN PLACE  
 RICHMOND BC  
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 SOFO KITCHENS LTD  
 2810 HUNTINGTON PLACE  
 \*\*\*\* CLOSES AT 3PM\*\*\*  
 PORT COQUITLAM BC  
 V3C 4T3 604-727-1764

INVOICE DATE DATE DE FACTURE	CUSTOMER NO. N° CLIENT	STORE NO. N° MAGASIN	G.S.T. NO. N° T.P.S.	PROVINCIAL TAX NO. N° TAXE DE VENTE PROVINCIALE	INVOICE NO. N° FACTURE	PAGE
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RENOCON / SHOP				BLANKET	N 30	

QTY ORD. QTÉ COMM.	PRODUCT NO. N° PRODUIT	DESCRIPTION	U/M	UNIT PRICE PRIX UNITAIRE	AMOUNT MONTANT
		REMIT TO: RICHELIEU HARD. LTD UNIT 150 -12851 ROWAN PLACE RICHMOND, B.C. V6V 2K5			
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AMOUNT BEFORE TAXES MONTANT AVANT TAXES	G.S.T. T.P.S.	PROVINCIAL SALES TAX TAXE PROVINCIALE	IF PAID BEFORE SI PAYÉ AVANT	CASH DISCOUNT ESCOMPTE DE CAISSE	TOTAL AMOUNT MONTANT TOTAL
\$80.14	\$4.00				\$84.14

CONDITIONS  
 NO CLAIM FOR SHORTAGE OR DAMAGE WILL BE ACCEPTED UNLESS MADE  
 WITHIN 3 DAYS OF DATE OF DELIVERY

\*CND DOLLARS\*

4. Attach the invoice and then click SAVE and close

The screenshot shows the QuickBooks Online interface for entering a bill. The browser address bar shows `app.qbo.intuit.com/app/bill`. The bill number is **HL7277**. A file explorer window is open, showing the **Downloads** folder with a file named **HL72774.pdf** selected. The **Open** button is highlighted. Below the bill table, the **Attachments** section is highlighted, and the **Save and close** button is highlighted at the bottom right.

#	CATEGORY	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	BILLABLE	MARKUP %	SALES AMT	CUSTOMER / PROJECT	CLASS
1	5300 Cost of Goods										
2	5300 Cost of Goods										
3	5300 Cost of Goods										
4	5300 Cost of Goods Sold:Purchases/Cost of Materials	(GREY) B/O QUANTITY 1 B/O SHOP			0.00		G				
5	5300 Cost of Goods Sold:Purchases/Cost of Materials	CONCEPTA 50 1DR 2301-2850 B/O QUANTITY 1 B/O RENOCON SHOWROOM KITCHEN			0.00		G			Renocon:Renocon	
6	5300 Cost of Goods Sold:Purchases/Cost of Materials	SPACER 486 X 50 X 25 MM GREY B/O QUANTITY 75 B/O SHOP			0.00		G				
7											
8											

**Item details**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	BILLABLE	MARKUP %	SALES AMT	CUSTOMER / PROJECT	CLASS
1											
2											

**Attachments** Maximum size: 20MB

Drag/Drop files here or click the icon

Show existing

Subtotal \$80.14  
GST/HST @ 5% on 80.14 4.00  
Total \$84.14

Cancel Clear Make recurring Save **Save and close**

