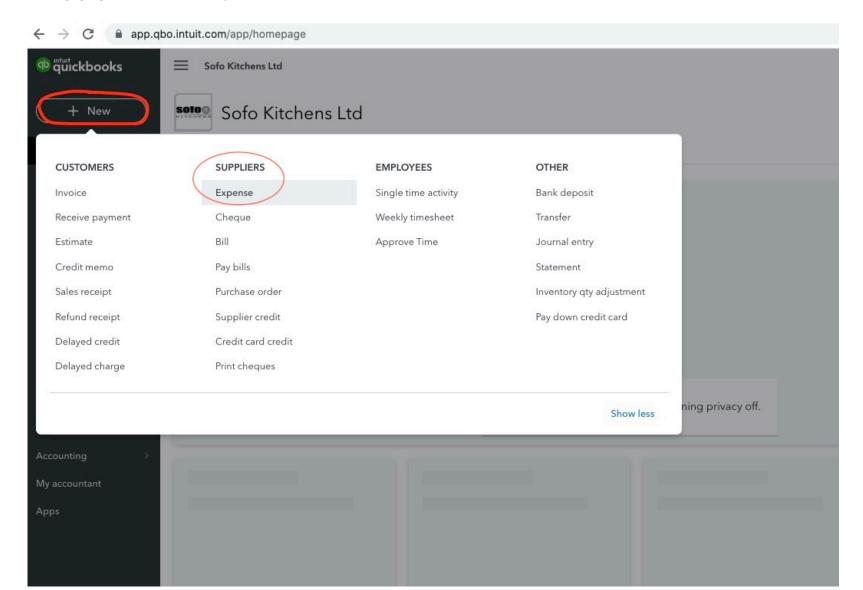
#### **ENTERING EXPENSES**

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

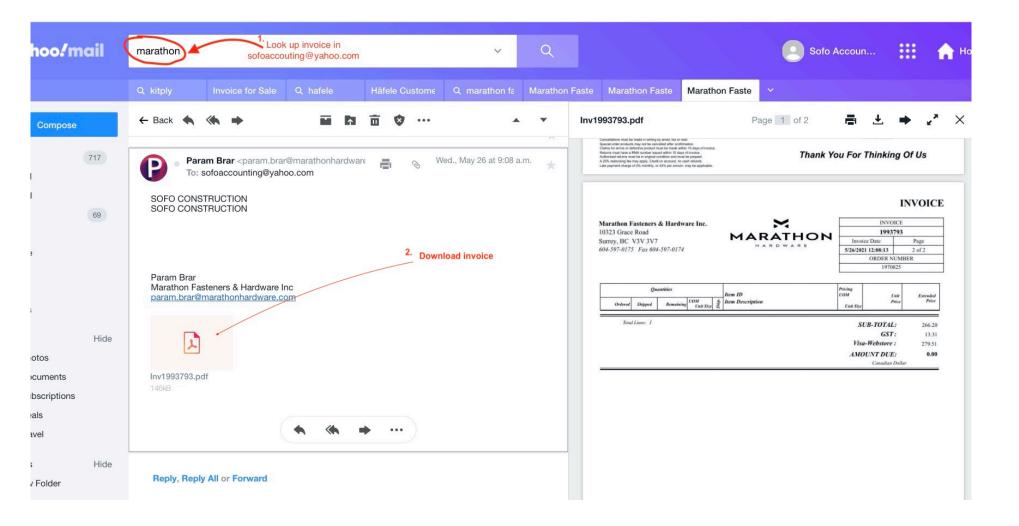
Expense = has already been paid and most likely has a receipt attached(ex. gas receipt, Home depot, Rona, Marathon Fasteners., Kitply, Upper Canada)

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)

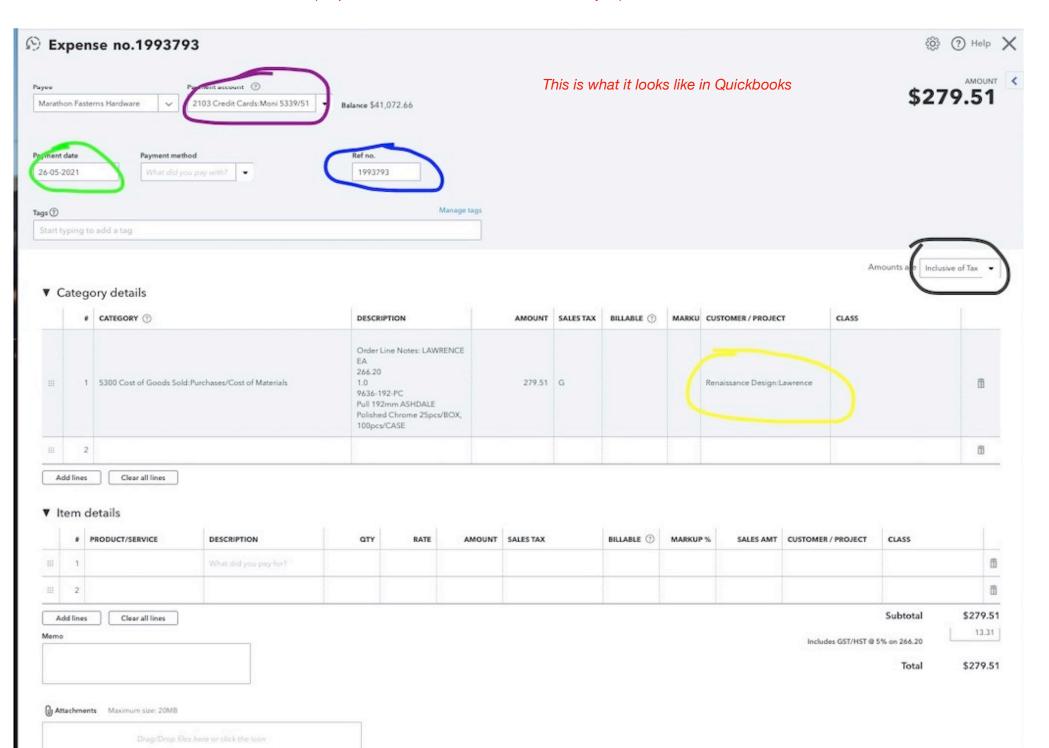
## 1. click on +NEW- EXPENSE



# 2. Go to the sofoaccounting@yahoo.com mailbox and look up the invoice. Download & save it



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



## INVOICE

#### Marathon Fasteners & Hardware Inc.

10323 Grace Road Surrey, BC V3V 3V7 604-597-0175 Fax 604-597-0174



	INVOIC	E	
	199379	3	
Invoice Date		Page	
5/26/2021 2:08:13		1 of 2	
	ORDER NUM	MBER	
	1970825	5	

Bill To:

SOFO CONSTRUCTION 11818 STEPHENS STREET MAPLE RIDGE, BC V2Y 6S3 CANADA Ship To:

SOFO CONSTRUCTION

This is what the invoice looks like

2810 HUNTINGTON PLACE

PORT COQUITLAM, BC V3C 4T3

CANADA

Ordered By: RADU SOOS

Customer IP: 6209		******* COD ******		GST/HS	GST/HST # 899858278				
	PO No	umber		Term Description	Net Due Date	Disc Due	Date	Discount	t Amount
LAWRENCE		COD 5/26/20		1 5/26/2021		0.00			
Order D	Order Date Pick Ticket No		Primary Salesrep Name			Taker			
5/25/2021 2	2:08:53	2040689		Avikash Prasad ES				ESTORE	
	Qu	antities		Item ID		Pricing UOM		Unit	Extended
Ordered	Shipped	Remaining UO	M Unit Size	Item Description	Unit Sit		Price	Price	
	Carrier:	Cus  Marathon Truck	tomer Note	: INVOICES: PLEASE EM TO: RADUSOOS@YAH Tracking #.	OO.COM				
44,000	44.000		1.0	9636-192-PC Pull 192mm ASHDALE I 25pcs/BOX, 100pcs/CASI LAWRENCE		EA 1.00	000	6.050000	266.20
Author	ecount Nu ization Nu	mber: 5339 mber: 046770 unt: 279.51		Card:	0.00	Tran Type: ference Number: Merchant ID: etrieval Number:	82433080 434810	0025	
I agree to p	ay above to	otal amount acco	rding to car	rd issuer agreement	X				

### 4. Attach the invoice and then click SAVE and close

