

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**

The screenshot shows the QuickBooks mobile app interface for 'Sofo Kitchens Ltd'. The browser address bar at the top displays 'app.qbo.intuit.com/app/homepage'. The app header includes the QuickBooks logo and the company name 'Sofo Kitchens Ltd'. A red circle highlights the '+ New' button in the top left corner. A dropdown menu is open, showing various transaction types categorized into 'CUSTOMERS', 'SUPPLIERS', 'EMPLOYEES', and 'OTHER'. The 'SUPPLIERS' category is highlighted, and the 'Expense' option is circled in red. Other options in the 'SUPPLIERS' category include Cheque, Bill, Pay bills, Purchase order, Supplier credit, Credit card credit, and Print cheques. The 'EMPLOYEES' category includes Single time activity, Weekly timesheet, and Approve Time. The 'OTHER' category includes Bank deposit, Transfer, Journal entry, Statement, Inventory qty adjustment, and Pay down credit card. A 'Show less' link is visible at the bottom right of the dropdown menu. The background shows a blurred view of the app's main dashboard with sections for Accounting, My accountant, and Apps.

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

1. Look up invoice in sofoaccounting@yahoo.com

2. Download invoice

Param Brar <param.brar@marathonhardware.com>
To: sofoaccounting@yahoo.com
Wed., May 26 at 9:08 a.m.

SOFO CONSTRUCTION
SOFO CONSTRUCTION

Param Brar
Marathon Fasteners & Hardware Inc
param.brar@marathonhardware.com

Inv1993793.pdf
146kB

Reply, Reply All or Forward

Inv1993793.pdf Page 1 of 2

Cancelations must be made in writing by email, fax or mail.
Special order products may not be cancelled after confirmation.
Claims for service or defective product must be made within 15 days of invoice.
Returns must have a RMA number issued within 15 days of invoice.
Unauthorized returns must be in original condition and must be prepaid.
A 20% restocking fee may apply. Credit on account, no cash refunds.
Late payment charge of 2% monthly, or 24% per annum, may be applicable.

Thank You For Thinking Of Us

INVOICE

Marathon Fasteners & Hardware Inc.
10323 Grace Road
Surrey, BC V3V 3V7
604-597-0175 Fax 604-597-0174

MARATHON
HARDWARE

INVOICE	
1993793	
Invoice Date	Page
5/26/2021 12:08:13	2 of 2
ORDER NUMBER	
1970825	

Quantities						Item ID Item Description	Pricing EOM Unit Size	Unit Price	Extended Price
Ordered	Shipped	Remaining	LOM Unit Size	Days					
Total Lines: 1									

SUB-TOTAL:	266.20
GST:	13.31
Visa-Webstore:	279.51
AMOUNT DUE:	0.00

Canadian Dollar

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

Expense no.1993793 Settings Help X

Payee: Marathon Fastems Hardware | Payment account: 2103 Credit Cards:Moni 5339/51 | Balance \$41,072.66 AMOUNT \$279.51

Payment date: 26-05-2021 | Payment method: What did you pay with? | Ref no.: 1993793

Tags: Start typing to add a tag Manage tags

Amounts are Inclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	MARKU	CUSTOMER / PROJECT	CLASS
1	5300 Cost of Goods Sold:Purchases/Cost of Materials	Order Line Notes: LAWRENCE EA 266.20 1.0 9636-192-PC Pull 192mm ASHDALE Polished Chrome 25pcs/BOX, 100pcs/CASE	279.51	G			Renaissance Design:Lawrence	
2								

Add lines Clear all lines

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	SALES TAX	BILLABLE	MARKUP %	SALES AMT	CUSTOMER / PROJECT	CLASS
1		What did you pay for?									
2											

Add lines Clear all lines

Memo

Subtotal \$279.51
Includes GST/HST @ 5% on 266.20 13.31
Total \$279.51

Attachments Maximum size: 20MB
Drag/Drop files here or click the icon

INVOICE

Marathon Fasteners & Hardware Inc.
 10323 Grace Road
 Surrey, BC V3V 3V7
 604-597-0175 Fax 604-597-0174



INVOICE	
1993793	
Invoice Date	Page
5/26/2021 2:08:13	1 of 2
ORDER NUMBER	
1970825	

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

Ship To:
SOFO CONSTRUCTION
 2810 HUNTINGTON PLACE
 PORT COQUITLAM, BC V3C 4T3
 CANADA

This is what the invoice looks like

Ordered By: RADU SOOS

Customer ID: 6709 ***** COD ***** GST/HST # 899858278

PO Number	Term Description	Net Due Date	Disc Due Date	Discount Amount
LAWRENCE	COD	5/26/2021	5/26/2021	0.00

Order Date	Pick Ticket No	Primary Salesrep Name	Taker
5/25/2021 22:08:53	2040689	Avikash Prasad	ESTORE

Quantities				Item ID	Pricing UOM	Unit Price	Extended Price
Ordered	Skipped	Remaining	UOM Unit Size	Item Description	Unit Size		
44,000	44,000	0.000	EA	9636-192-PC Pull 192mm ASHDALE Polished Chrome 25pcs/BOX, 100pcs/CASE	EA	6.050000	266.20

Customer Note: INVOICES: PLEASE EMAIL INVOICES TO: RADUSOOS@YAHOO.COM

Carrier: Marathon Truck **Tracking #:**

Order Line Notes: LAWRENCE

Name: Radu Soos **Card:**
Account Number: 5339 **Tran Type:** Final Sale
Authorization Number: 046770 **Reference Number:** 82433080025
Authorization Amount: 279.51 **Merchant ID:** 434810
Retrieval Number: 1423326302

I agree to pay above total amount according to card issuer agreement X _____

4. Attach the invoice and then click SAVE and close

Expense no.1993793

rayee: Marathon Fasterns Hardware | Payment account: 2103 Credit

Payment date: 26-05-2021 | Payment method: What did you pay with?

Tags: Start typing to add a tag

2 Downloads | 1993793

3 Open

Amounts are Inclusive of Tax

1 Attachments

4 Save and close

Category details

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2								

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1		What did you pay for?									
2											

Subtotal: \$279.51
Includes GST/HST @ 5% on 266.20: 13.31
Total: \$279.51

Cancel Clear Print Make recurring Save Save and close

