

**Instructions for selling an inventory item in Point of Sale (POS)
to a Customer Job in QuickBooks(QB)**

The purpose of these instructions is to be able to allow a client that has a retail store transfer inventory from the POS program of the retail store to a QB construction division of the same company.

Overview: Sell the inventory item in POS and then sync to QB. The information, which is transferred to QB from POS, includes:

1. A journal entry reflecting that Debits COGS and Credits the inventory Asset.
2. An inactive non-inventory item is created in QB in the items list for the inventory item (in POS).
3. Because the inventory was bought on account in POS an invoice, charging the Customer is sent to QB.

The instructions below describe how to make the proper adjustments in QB after the transfer.

Be sure to check the General Ledger against the job cost to make sure income and expenses are equal. Also, make sure that the asset inventory amount in QB agrees with POS.

In Point of Sale

*Run Exchange data with QB - IMPORTANT to do before entering inventory to make sure only this transaction shows in the QB Journal Entry

Point of Sale - End of Day Process

Complete multiple closing procedures at the same time! Select **Start** to run all checked options.

☒ **Run End of Day Report**
Run General - Z-Out Store Close for Today
☐ Print Immediately (do not show preview)

☐ **Back up your company data**
Safeguard your data by creating a backup copy at Default location

☒ **Exchange data with QuickBooks**

[Hide Additional Services](#)

Ring Up Sales Faster and Increase Your Revenue
Process credit and debit cards, and offer gift cards using the only merchant and gift card services integrated with Point of Sale. [Learn more](#)

[Help](#) [Start](#) [Cancel](#)

Receiving on Hold

End of Day Reports Setup

Show List

Sell inventory item on Account to Customer

Select Item

Select Customer. Create the Customer in QuickBooks before selling the item in POS.

Charge to the Customer Account and save.

6:58 Tue, May 22 Sales Receipt Help ↑

Scan or enter item information

Inventory Item

Campbell, Heather
650-555-9876
2950 Harley Ave., Middlefield, CA 94482
hcampbell@samplename.com

Item #	Item Name	Attribute	Size	Qty	Pr	Ext Price	Tax...
1	Fertilizer		15.97	1		32.74	32.74 MN S...

[Edit](#) [Return Item](#) [Units](#) [Qty/Pri](#) [Qty+](#) [Qty-](#) [Remove](#)

*Immediately Run Exchange data with QuickBooks (See step 1 above)

Customer Name (Not Job)

In QuickBooks

Customer> 1 Time make sure there is a Job associated with the customer

Customers & Jobs

View: Active Customers

Find: [Search]

Name	Balance ...	At...
♦ Campbell, Heather	1,255.53	
♦ House-New Construction	1,220.29	

In item list make the non-inventory item that was sold in POS active (one time only action).

♦ Cust. Advance	Use this item for customer advances	Service	Customer Deposits		0.00
♦ Deposit	Customer Deposit on Job	Service	Customer Deposits		0.00
♦ FP Billing	% due upon completion of ____	Service	Construction Income		0.00
♦ WIP Trans		Service	WIP - Construction		0.00
♦ Fertilizer 15.97 #1	Fertilizer 15.97, Scotts Turf Builders	Non-inventory Part	Merchandise Sales		32.74
♦ Gross Seed 20 #2	Gross Seed 20, Scotts Turf Builders	Non-inventory Part	Merchandise Sales		99.96
♦ Fin Chg	Finance Charges on Overdue Balance	Other Charge	Interest Income		18.0%
♦ Markup	Markup	Other Charge	Construction Income		20.0%
♦ Overhead & Profit	Overhead & Profit	Other Charge	Construction Income		20.0%
♦ Retention	Amount of Retention	Other Charge	Retentions Receivable		-10.0%

Inactive Item

When QB is synced with POS the ITEM transferred is non-inventory inactive.

Create an estimate the for the job

Add the non-inventory item that was transferred from POS to the estimate.

Make sure the non-inventory amount Plus tax = the Invoice brought from POS

Create Estimates

Customer: Job

Job: House-New Construction

Estimate Active

Template: Retail Estimate

Date: 05/22/2012

Estimate #: 2

Name / Address

Heather Campbell
2950 Harley Ave.
Middlefield, CA 94482

Item	Description	Qty	Cost	Total	Tax
Fertilizer 15.97 ...	Fertilizer 15.97 Scotts Turf Builders	1	32.74	32.74	Tax
03 Excavation	Excavation	1	500.00	500.00	Non

Customer Message: [Text]

Tax: MN Sales Tax (7.65%) 2.50

Total: 535.24

To be e-mailed: [] Customer Tax Code: Non

Memo: [Text]

Buttons: Save & Close, Save & New, Revert

Go to the Journal entry sent from POS

The screenshot shows the 'Make General Journal Entries' window. The date is 05/22/2012 and the entry number is 4. The journal entry table has the following data:

Account	Debit	Credit	Memo	Name	Billable?
Merchandise COGS	16.37		POS Receipt #4 2012-05-22		<input checked="" type="checkbox"/>
Inventory Asset		16.37	POS Receipt #4 2012-05-22		<input checked="" type="checkbox"/>
Totals	16.37	16.37			

Below the table is a 'List of Selected General Journal Entries' section with a dropdown menu set to 'Last Month'. A red box highlights the 'Merchandise COGS' account name, with a callout pointing to it that says 'Change Merchandise to Job Related COGS'.

- *Change the Account COGS to Job Related Costs
- *Enter the Job name in the COGS and Inventory asset
- *Uncheck the Billable Box

The screenshot shows the 'Make General Journal Entries' window after modifications. The date is 05/22/2012 and the entry number is 4. The journal entry table has the following data:

Account	Debit	Credit	Memo	Name	Billable?
Job Related COGS	16.37		POS Receipt #4 2012-05-22	Job Construction	<input type="checkbox"/>
Inventory Asset		16.37	POS Receipt #4 2012-05-22	Campbell, Heather:House...	<input type="checkbox"/>
Totals	16.37	16.37			

Below the table is a 'List of Selected General Journal Entries' section with a dropdown menu set to 'Last Month'. A red box highlights the 'Job Related COGS' account name, with a callout pointing to it that says 'Job Name'. Another red box highlights the 'Billable?' checkbox, with a callout pointing to it that says 'Uncheck Billable'.

Bill the customer by creating an invoice

Create Invoices

Previous Next Save Print Send Create Ship Find Spelling

Customer: Job
er:House-New Construction

Template Print Preview
Intuit Product Invoice

Date 05/23/2012 Invoice # 5

Ship To

P.O. Number Terms Rep Ship Via F.O.B.
Due on rec... 05/23/2012

Quantity	Item Code	Description	Price Each	Amount	Tax
1	Fertilizer 15....	Fertilizer 15.97 Scotts Turf Builders	32.74	32.74	Tax
1	03 Excavation	Excavation	500.00	500.00	Non

Customer Message

Tax MN Sales Tax (7.65%) 2.50

Total 535.24

Check that Sales tax is =

☒ To be printed
☐ To be e-mailed

Add Time/Costs... Apply Credits... Payments Applied 0.00
Customer Tax Code Non Balance Due 535.24

Memo

☐ Enable online payment Learn more

Save & Close Save & New Clear

Make sure sales taxes are equal in both systems

Find the Invoice created only for the inventory item in the Customer Information (not the job information)

Invoice Found in Customer Center under Customer not Jobs

Excel Word Collections Center

Customer Name: Campbell, Heather
Customer Type
Company Name
Billing Address: Campbell, Heather
2950 Harley Ave.
Middlefield, CA 94482

Contact: Heather
Phone: 650-555-9876
Alt Phone
Fax: 650-555-6789
Email: hcampbell@samplename.com
Terms: Due on receipt
Price Level

Notes

Show All Transactions Filter By All Date All

Type	Num	Date	Account	Amount
Invoice	5	05/23/2012	Accounts Receivable	535.24
Invoice	4	05/22/2012	Accounts Receivable	35.24
General Journal	4	05/22/2012	Job Related COGS	16.37
Estimate	2	05/22/2012	Estimates	535.24

Jrudick Consultants, LLC WWW.JRudickConsultants.com jerry@

Invoice sent from POS

234-4991

*Delete the invoice that was sent from POS.

The screenshot shows the 'Intuit Product Invoice' window. A red circle highlights the text 'Delete Invoice sent from POS' in the center. A red arrow points from a text box to the 'Tax' column of the invoice table, specifically to the 'POS Sales Tax' entry.

Customer: Job
Campbell, Heather

Template: Print Preview
Intuit Product Invoice

Invoice # 4
Date 05/22/2012
Ship To Ship To 1
Campbell, Heather
2950 Harley Ave.
Middlefield, CA 94482

Bill To
Campbell, Heather
2950 Harley Ave.
Middlefield, CA 94482

Terms Due on rec...
Rep
Ship 05/22/2012
Via
F.O.B.

Quantity	Item Code	Description	Price Each	Amount	Tax
1	Fertilizer 15....	Fertilizer 15.97 Scotts Turf Builders	32.74	32.74	Tax
	POS Subtotal			32.74	
	MN Sales Tax	Sales Tax	7.65%	2.50	
Customer Message			Tax	POS Sales Tax (0.0%)	0.00
Total				35.24	

Check that Sales tax is =

☒ To be printed
☐ To be e-mailed
☐ Enable online payment

Add Time/Costs... **Apply Credits...** **Payments Applied** 0.00
Customer Tax Code Non **Balance Due** 35.24
Memo POS Receipt# 4 [Learn more](#)

Save & Close **Save & New** **Revert**

Do this after billing the customer to keep P&L Accurate.