

Section 7.7

INVOICE

An Invoice is used to record sales when the customer will pay later. An Invoice contains detailed information about the products and services provided to a customer. If the Invoice is recording the sale of a product, sales tax may be required on the sale. Mookie The Beagle Concierge will charge the customer the sales tax and then remit the sales tax collected to the state department of revenue.

SET UP SALES TAX

To set up sales tax for Mookie The Beagle Concierge for products that it sells to customers:

- 1 From the Navigation Bar, select **Taxes**
- 2 Select **Sales Tax** tab
- 3 Select **Use Automatic Sales Tax**
- 4 Verify **Business Address** for **Mookie The Beagle Concierge** > select **Next**
- 5 When You have to pay sales tax to these tax agencies appears, verify your tax agency: **California Department of Tax and Fee Administration**
- 6 Select **Filing Frequency: Quarterly**
- 7 Select **Next**
- 8 When Have you registered for sales tax in any other state? appears, select **No**
- 9 Select **Next**
- 10 When Here are the tax agencies we'll set up for you appears, verify your Tax Agency is California Department of Tax and Fee Administration, then select **Finish**
- 11 When Success! Automatic Sales tax is ready to go. appears, select **Take a look**
- 12 The Sales Tax window should now appear on your screen

Set up sales tax ✕

✓ Address **2 Tax agencies** 3 Review and finish

You have to pay sales tax to these tax agencies

Based on your business address, you have to pay sales tax to these tax agencies. Tell us how often you file so we can track your deadlines and how much you owe. Your filing frequency is on your sales tax business registration.

| TAX AGENCY | FILING FREQUENCY |
|--|--------------------|
| 5 California Department of Tax and Fee Administration > Contact info | Quarterly 6 |

Back **Next 7**

Set up sales tax ✕

✓ Address **2 Tax agencies** 3 Review and finish

Have you registered for sales tax in any other state?

8 No
 Yes

Back **Next 9**

Set up sales tax


✓ Address ✓ Tax agencies 3 Review and finish

Here are the tax agencies we'll set up for you

| TAX AGENCY | FILING FREQUENCY |
|---|------------------|
| ✓ California Department of Tax and Fee Administration | Quarterly |

[Back](#) [Finish](#) 10

Set up sales tax

 **Success! Automatic sales tax is ready to go.**

You can now:

- See how much you owe.
- Check when you have to file.
- Track your sales taxes across states.

11 [Take a look](#)

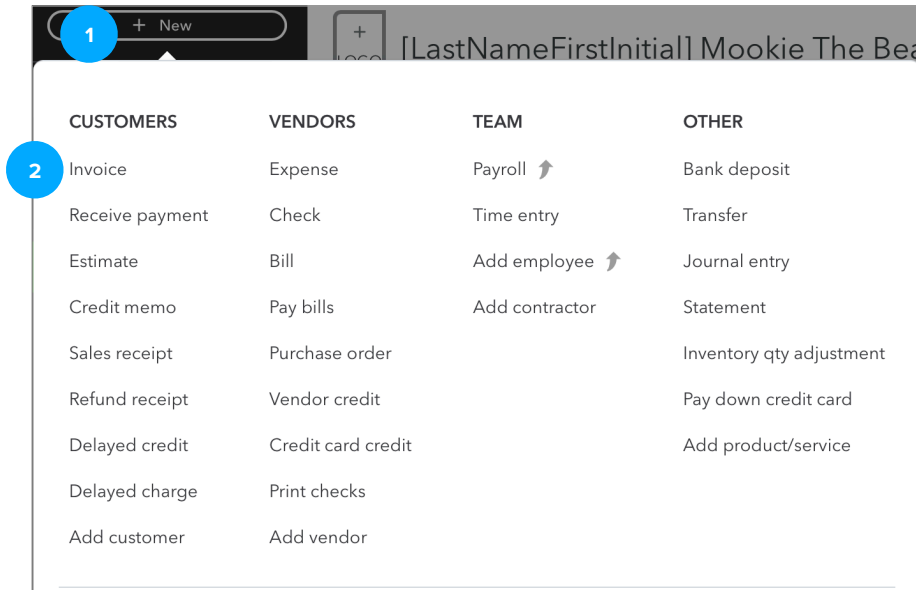
The screenshot displays the Intuit QuickBooks interface for the 'Taxes' section. The top navigation bar includes the user profile '[LastNameFirstInitial] Mookie ...', 'My experts', 'Help', and various utility icons. The left sidebar contains navigation options like 'BOOKMARKS', 'MENU', and 'Menu settings'. The main content area is titled 'Taxes' and features a blue notification bubble with the number '12'. Below the title, there are tabs for 'Sales tax', 'Income Tax', and '1099 filings'. The 'Sales tax' tab is active, showing a 'Sales Tax' summary card. This card displays 'CALIFORNIA DEPARTMENT OF TAX' with a liability of '\$0.00' for the period 'January 01 - March 31, 2024'. A 'BETA' badge is present, along with an 'Add reminders' button and a 'More details' link. The card also indicates the 'Accrual basis'. To the right of the card are buttons for 'Sales Tax Settings' and 'Economic Nexus'. At the bottom of the card, there are navigation arrows and a 'Reports' dropdown menu. The bottom of the interface shows 'Status' and 'Tax Period Date' labels.

CREATE INVOICE WITH SALES TAX

To create an Invoice after automatic sales tax is set up:

- 1 Select + **New**
- 2 Select **Invoice**
- 3 Select **Customer: Sandy Copper: Remy**
- 4 Enter **Terms: Net 30**
- 5 Enter **Invoice Date: 01/08/2024**
- 6 Verify **Due Date**
- 7 Select **Product/Service: Mookie The Beagle Bon Appetite Organic Dog Food**
- 8 If the Description field does not autofill, enter **Description: Mookie The Beagle Bon Appetite Organic Dog Food**
- 9 Enter **Quantity (QTY): 2**
- 10 If inventory tracking is turned on for an item, hover the cursor over QTY to see quantity of the inventory item on hand. Note: Before saving this invoice, the Quantity on hand is 4 and the Reorder point is 1.
- 11 Verify **Rate**
- 12 If necessary, select the **Tax** checkbox for the line item
- 13 In the Sales Tax section of the invoice, select **See the math**
- 14 When How Your Sales Tax Is Calculated appears, select **Override this amount**
- 15 Select **Rate: 9 (%)**
- 16 Select **Reason for override: Other (or reason not listed)**

- 17 Select **Apply override**
- 18 Select **Close**
- 19 To save the Invoice, select **Save**



Invoice

Edit Email view PDF view Payor view Manage Take tour Feedback Old layout

INVOICE

[Add logo](#)
Max size: 1 MB

[LastNameFirstInitial] Mookie The Beagle Concierge
432 Phoenician Way
Mountain View, CA 94043
MTB@MTB.com
+1 (415) 555-1111

[Edit company](#)

Remy

Bill to

Sandy Copper
720 Cuivre Drive
Bayshore, CA 94326 USA

Invoice no. 1010
Terms Net 30
Invoice date 01/08/2024
Due date 02/07/2024

Tags (hidden):
Start typing to add a tag

Product or service

| # | Product/Service | Description | Rate | Amount | Tax |
|---|------------------------|---|------|----------|-----|
| 1 | Pet Food Supplies:Mook | Mookie The Beagle Bon Appetite Organic Dog Food | 140 | \$280.00 | ✓ |
| 2 | | | | | |

Qty on hand: 4
Reorder point: 1

Customer payment options Edit

Subtotal \$280.00
Sales tax \$25.55
Invoice total \$305.55

Review and send

How your sales tax is calculated: ✕

Customer

- This customer is **not tax-exempt**

[Edit](#)

Location and addresses

[Edit](#)

432 Phoenician Way Mountain View, CA 94043

Based on this address you need to collect sales tax for these agencies:
California Department of Tax and Fee Administration

| | |
|---|---------------|
| California State | 6.25% |
| California, Santa Clara County | 1% |
| California, Santa Clara County District | 1.875% |
| Total rate | 9.125% |

Products and services

[Edit](#)

Manage the tax rates being applied to each line item on your invoice:

| PRODUCT | SALES TAX AMOUNT |
|---|------------------|
| ▶ Mookie The Beagle Bon Appetite Organic Dog Food Special rate | \$25.55 |
| Total sales tax | \$25.55 |

[Override this amount](#) 14

Enter sales tax manually ✕

Rate

15

or

Amount

Reason for override

16
Other (or reason not listed) ▼

[Revert to automatic calculation](#)

Apply override

17

18
Close

 **QUICK CHECK**

C7.1 Customers: Invoice

To view the Transaction Journal for the Invoice we just created:

- 20 Select **Manage**
 - 21 Select **Actions**
 - 22 Select **Transaction Journal**
 - 23 In your transaction journal, what are the Amounts debited to:
 - 1100 Accounts Receivable
 - 5000 Cost of Goods Sold
 - 24 In your transaction journal, what are the Amounts credited to:
 - 4300 Sales of Product Income
 - 1300 Inventory Asset
 - California Department of Tax and Fee Administration Payable (Total Amount)
-

Invoice
20
? ×

Edit Email view PDF view Payor view
Manage Take tour Feedback Old layout

INVOICE

[LastNameFirstInitial] Mookie The Beagle Concierge MTB@MTB.com
 432 Phoenician Way +1 (415) 555-1111
 Mountain View, CA 94043

[Edit company](#)

Add logo
Max size: 1 MB

Invoice 1010

Edit default settings

Actions 21

- Receive payment
- Make a copy ▼
- Delete
- Void ▼
- Audit history
- Transaction journal 22
- Payment options ▼

Design ▼

Automation ▼

Customer reports ▼

Remy

Bill to

Sandy Copper
 720 Cuivre Drive
 Bayshore, CA 94326 USA

Invoice no.

Terms

Invoice date

Due date

Tags (hidden): Manage tags

Start typing to add a tag

Product or service

| # | Product/Service | Description | Qty |
|---|------------------------|---|-----|
| 1 | Pet Food Supplies:Mool | Mookie The Beagle Bon Appetite Organic Dog Food | 2 |
| 2 | | | |

Add product or service ▼

Customer payment options [Edit](#)

Activate online card or bank transfer payments for your customers.
[Activate Payments](#)

Subtotal \$280.00

Sales tax \$25.20

Invoice total \$305.20

[Edit totals](#)

[See the math](#)

Tell your customer how you want to get paid

Review and send

▼

| Journal | | | | | | | |
|--------------|-----------------|------|-------------------|----------------------------------|-----------|---|----------------|
| All Dates | | | | | | | |
| DATE | TRANSACTION ... | NUM | NAME | MEMO/DESCRIPTION | ACCOUNT # | ACCOUNT | |
| | | | | | | | DEBIT CREDIT |
| | Invoice | 1010 | Sandy Copper:Remy | | 1100 | 1100 Accounts Receivable (A/R) | |
| | | | | Mookie The Beagle Bon Appetit... | 4300 | 4300 Sales of Product Income | |
| | | | | Mookie The Beagle Bon Appetit... | 1300 | 1300 Inventory Asset | |
| | | | | Mookie The Beagle Bon Appetit... | 5000 | 5000 Cost of goods sold | |
| | | | | | | California Department of Tax and Fee Administration Payable | |
| | | | | | | California Department of Tax and Fee Administration Payable | |
| | | | | | | California Department of Tax and Fee Administration Payable | |
| TOTAL | | | | | | | ----- ----- |

