

Basic Palette – Single Invoice Summary

The screenshot shows a web form for entering invoice details. At the top is the Intuit logo and a 'Vendor' dropdown menu. Below are fields for 'Invoice #', 'Terms', 'Due Date' (with a calendar icon), and 'Memo'. Further down are 'Amount Due' and 'Account' dropdowns. A table with two columns, 'Description' and 'Amount', is provided for line items, with an 'Edit line items' link below it. A blue 'Save to QuickBooks' button is at the bottom.

intuit. Help | Feedback

Vendor

Invoice #

Terms

Due Date

01/09/1900

Memo

Amount Due

Account

Description	Amount

[Edit line items](#)

Save to QuickBooks

IV1 – Single Invoice Processing, Summary View ‘docked’

Bill Information

Vendor Help | Feedback

eb2b Bakery

Invoice #
2A-5591

Terms
Net 60

Due Date
06/26/2009

Memo

Amount Due
\$627.04

Account

Description	Amount
Baking 1 - How r	\$240.00
On-site baking s	\$320.00
Gas at \$3.00 per	\$7.50
Fine grain flour	\$30.00
Frosting - Dark C	\$6.00

[Edit line items](#)

Save to QuickBooks

Invoice

eb2b Bakery
2500 Garcia Ave.
Mountaint View, CA 94303

Date	Invoice #
4/27/2009	2A-5591

Bill To

Data Entry United Inc.
P.O. Box 1234
Chandler, AZ 85432-1234

P.O. No.	Terms	Project
	Net 60	

Quantity	Description	Rate	Amount
12	Baking 1 - How not to embarrass yourself baking	20.00	240.00
8	On-site baking services - 3 hours	40.00	320.00
2.5	Gas at \$3.00 per gallon	3.00	7.50
6	Fine grain flour	5.00	30.00T
2	Frosting - Dark Chocolate	3.00	6.00T
1	General Cake Decorations	18.50	18.50T
	California Sales Tax	9.25%	5.04

Pay your bills online at:
https://billpay.ptc.quickbooks.com/j/crm/rshelatcasbah_qbbs_only_ptc@qbn.inuit.com

IV1 – Single Invoice Processing, Detailed View

Bill Information

Vendor [Help](#) | [Feedback](#)

Leep Catering Services

Invoice #
537

Terms
1% 10 Net 30

Due Date
04/25/2009

Memo

[Save to QuickBooks](#)

Invoice

Leep Catering Services
180 Jefferson Drive
Menlo Park, CA 94025

Date	Invoice #
2/18/2009	537

Bill To

Gibson Parry Planning
2632 Marine Way
Mountain View, CA 94043

Ship To

Gibson Parry Planning
2632 Marine Way
Mountain View, CA 94043

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		2/11/2009			

[Hide Line Items](#)

Type	Account	Description/Memo	Quantity	Cost	Amount	Customer:Job	Billable?
Expense		Food Preparation	1	\$1,850.00	850		<input type="checkbox"/>
Expense		Place Settings	36	30	1080		<input type="checkbox"/>
Expense		Full-Service Catering	65	15	975		<input type="checkbox"/>
Expense		Food Preparation	1	850	850		<input type="checkbox"/>
Total:					\$2,905.00		

V2 – Process Multiple Invoices, 'floating' summary palette

My Invoices

[Add Invoices](#)

Date Added	Filename
9/14/2005	FTREDP032.pdf
12/12/2007	invoice pederson.pdf

[Refresh](#) Last updated:

[Next Page](#) [Prev Page](#) /X [Print](#) [Save](#)

Leep Catering Services
180 Jefferson Drive
Menlo Park, CA 94025

Bill To

Gibson Party Planning
2632 Marine Way
Mountain View, CA 94043

P.O. Number	Terms	Rep	Ship
	Net 30		2/11/2009

Quantity	Item Code	Description
1	Food Preparation	
36	Place Settings	
65	Full-Service Catering	5 cooks/waiters for 13 hours each

Invoice

	Invoice #
	537

Vendor
Leep Catering Services

Invoice #
537

Amount Due
2905.00

Terms
1% 10 Net 30

Due Date
04/01/2009

Account

[View/Edit line items](#)

Memo

[Save to QuickBooks](#)

	Project

	Amount
	850.00
	1,080.00
	975.00

44

V2 – Process Multiple Invoices, Detailed 'docked' view

My Invoices

[Add Invoices](#)

Date Added	Filename
9/14/2005	FTREDP032.pdf
12/12/2007	invoice pederson.pdf

[Refresh](#) Last updated:

Zoom ▲
Next Page Prev Page /X [Print](#) [Save](#)

Leep Catering Services

180 Jefferson Drive
Menlo Park, CA 94025

Invoice

Date	Invoice #
2/18/2009	557

Bill To

Gibson Party Planning
2632 Marine Way
Mountain View, CA 94043

Ship To

Gibson Party Planning
2632 Marine Way
Mountain View, CA 94043

B.O. Number
Terms
Exp
Ship
Via
E.O.B
Project

Vendor

Invoice #

Terms

Due Date

Memo

[Save to QuickBooks](#)

[Return to Summary View](#)

Type	Account	Description/Memo	Quantity	Cost	Amount	Customer: Job
Expense		Food Preparation	1	850	850	
Expense		Place Settings	36	30	1080	
Expense		Full-Service Catering	65	15	975	
Total:					\$2,905.00	

Workflow Summary – Money In / Out

intuit
Bill Manager

