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THE EMBROIDERY COACH

Module 4

Importing Your Product & Customer Information - Classes

Now that we have created our Import Lists, it is time to import them. This is a process that is going to save you a ton of time and must be done before you can start using QuickBooks to create your invoices.

Learning Objective: To lean how to Import your Import Lists of Customers, and Vendors, Non-Inventory Lists which are your products you order for customer and Service Items list which will be your Price Lists.

In tonight's lesson, I am going to be covering:

- Importing your Lists
- Working with Classes

While importing your lists is a huge time saver, working with classes is going to help you categorize your invoices or the type of products you work with.

Part 1 - Importing A List

If your Chart of Accounts is not yet completed, you must go back and complete that before moving on.

You are going to have several different lists to import and you must do them one at a time. When you are creating your Product Lists and your Price Lists, which are known as Item Lists, you will need to keep each list type separate.

If you currently have your Items all on one list, separate them in like kinds and it will make it easier to import. Do not try to put a screen print price list on the same sheet as your embroidery price list or any other type of decorating price list. It can cause you to waste a lot of time because your type of service or non-inventory will be different. This is very important.

When you are importing products into QuickBooks you must have the columns and accounts set up correctly on your import list. Do not try to import any more than one category of items at a time. If you make an error in an account, it is more difficult to find the error. If you import in smaller segments and you make an error, it is much easier to find it. This will take you a little longer, however it will be faster in the end and easier because of errors in accounts that can occur.

Separate your list into small sections. Have all items of the same category on the same list. Create a sample page to make sure that it is importing correctly.

Start by copying one product from your list onto a new page. This will be our sample. Add the right income category and then import. When you have it imported, you will notice that you may need to change the Income category. It does not seem to come up correctly. If it is not correct, it will have a red box around it. Select the right one from the drop-down menu that you want. Once you have the right one selected, you can then copy that right category onto your entire spread sheet to import the remaining items in the same category.

You must be very careful when you are importing your lists. Just pay attention to detail and on one section at a time and it will work out very successfully. This is a huge timesaver, but I just cannot emphasize it enough about how careful you must be.

Products With Prices

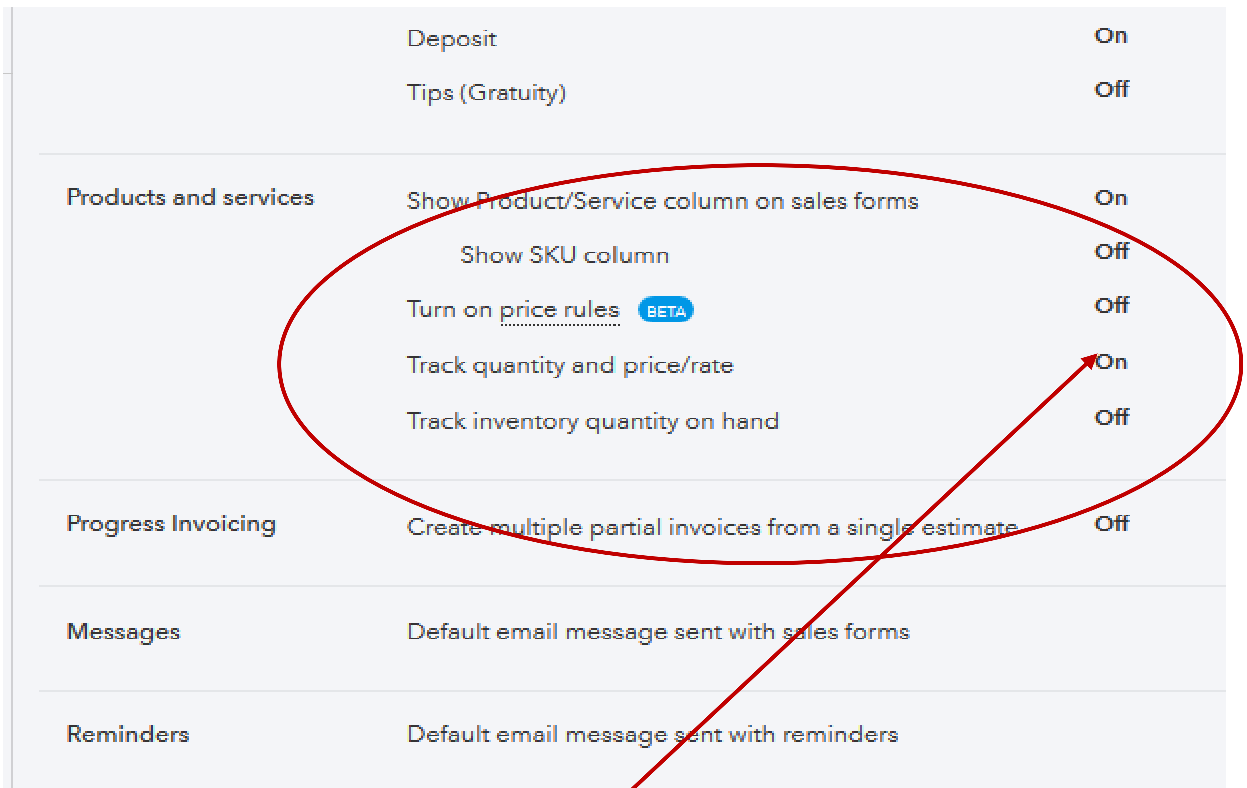
If you are adding your products bundled with the decorating option price such as a shirt with the embroidery, you will need to add this bundle as a total price. This would be your Corporate Price list for Resale Products bundled with embroidery or other decorating option. You will also need to add the Corporate price list for the Decorating Option only.

You will have 2 price lists for corporate. The one that is bundled and the one that has the decorating price only. This way you will be able to keep track of your decorating pricing in each category and you will always know exactly how much, corporate, retail and wholesale work you are doing in dollars and cents.

If you sell your bundled products with pricing at a wholesale and retail level you will need to have price lists for each type.

In this program we are concentrating on our pricing and importing your pricing for embroidery, but you can do exactly the same thing for each one of your services. If you have your pricing all in QuickBooks, you are going to save a huge amount of time as you are creating your invoices and work orders.

Important Note:



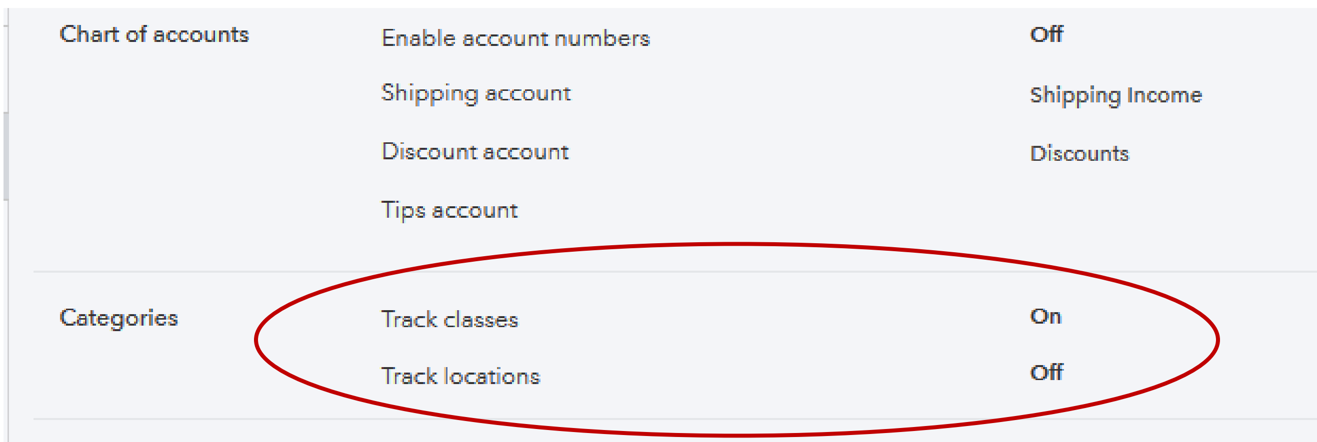
When adding your price lists to QuickBooks, you want to make sure that you have your inventory tracking quantity unchecked inside of the company settings but turn on the Track quantity and price/rate. They are a service and not an inventory item, but if the quantity and price/rate is not turned on, you do not have a box to add your quantity when creating an invoice.

If you are going to add inventory items, you will need to go back to your company setting and check the box to add your inventory into it, but make sure that you add your service items first, such as embroidery, price lists before you add your products that you want to keep track of for your inventory.

Part 2 - Categorizing with Classes

Classes are the only solution if you want to classify income and expenses by categories that span multiple accounts in your chart of accounts; multiple customers, jobs, and vendors; or even multiple time periods.

You will find this on your Advanced tab inside of your Accounts & Settings. Personally, it would be important to me to know how many pieces I am selling of certain types of items. You can run a profit & loss report by classes only. It helps you plan better



Tracking With Classes

Classes help you track financial results by categories such as business unit, location, partner, salesperson or item type. This is the perfect solution to track how many units of caps, shirts, jackets or other product item types. You can also keep track of your No. one accounts inside of your wholesale, corporate types of customers. By that I mean, if you want to keep track of how many logos you are doing for a certain type of customer, you can track that.

Yes you have different pricing, but you can run a quick report to see just how many transactions you are doing in each month that are wholesale, corporate or retail.

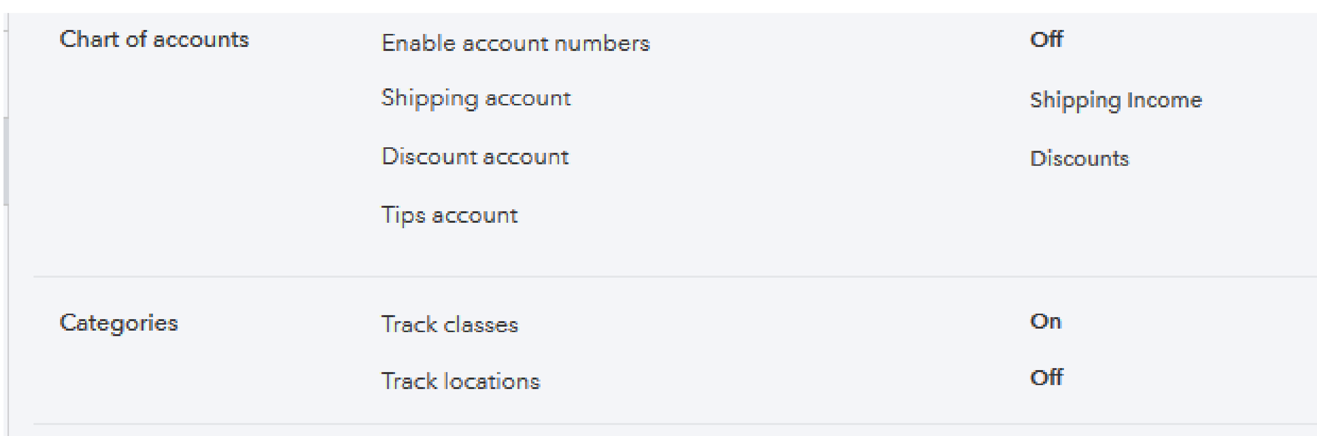
Working with classes can be an issue if you are not keeping track of these items because the class tracking field will show up on each transaction and you must answer the question with each one as to what class you want to assign it to. If you do not keep track of these types of items, turn off the class tracking feature.

When you turn on QuickBooks' class-tracking feature, every transaction includes a Class field. Unlike the Customer Type, Job Type, and Vendor Type fields—which you assign when you create a customer, job, or vendor—a transaction's Class field starts out blank. For each invoice, sales receipt, bill, and so on, simply choose the class related to the income or expense. That way, you can produce a report broken down by class

Turning on Class Tracking

Before you can start assigning classes, you have to turn on the QuickBooks' class-tracking feature. To see whether classes are turned on, in the main QuickBooks menu bar, click Lists. If you don't see a Class List item in the menu, then the class-tracking feature is turned off. Here's how to turn it on:

Go to the Accounts Tab and then scroll down to the Advanced tab. Track



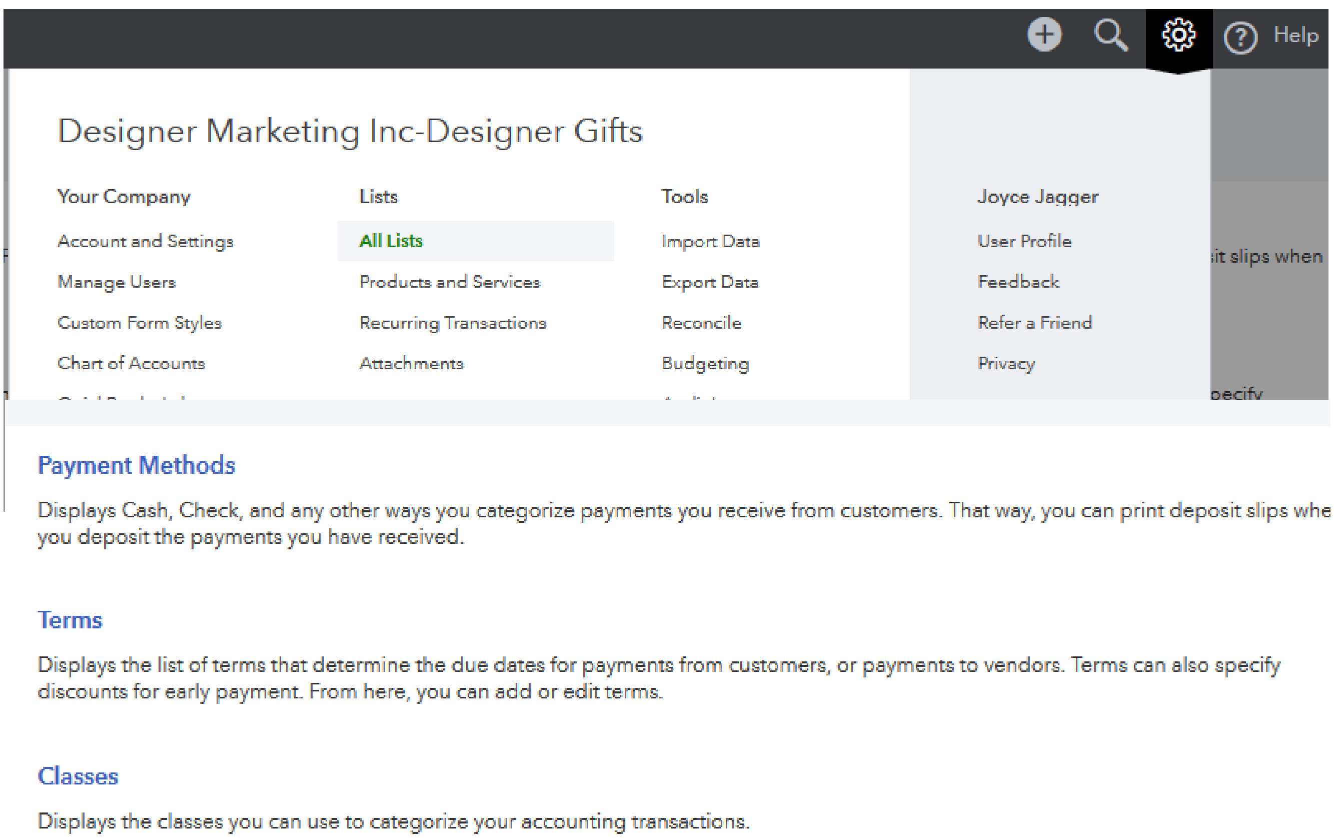
Classes is in the Categories section. Just make sure this is turned off if you are on keeping track of Inventory in QuickBooks.

When you do that, QuickBooks automatically turns on the **“Prompt to assign classes”** checkbox inside of your forms as you are creating an Invoice, Expense form or a Sales form. With this checkbox turned on, if you try to save a transaction without an entry in the Class field, QuickBooks gives you a chance to add the class (or save the transaction without one). Turn this checkbox off if you don’t want to be reminded to assign classes.

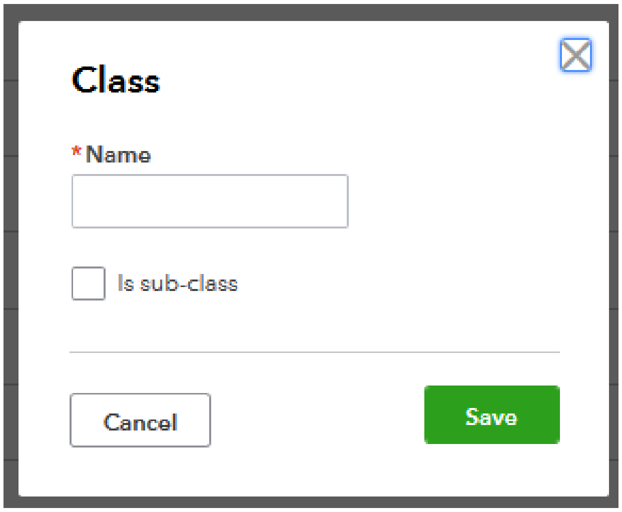
Setting Up Classes

When you are creating your classes you need to think about this very carefully. You are only allowed 40 Classes and Locations. This is a total of both, not each, so you need to know exactly what you want to use as classes before you start creating them.

Create a list of the classes that you think will work for you. You can delete classes and add classes, but if you delete them, this must be done before you start **using them if you have transactions** that they are tracking. Once you are using classes, you don’t want to delete it. Once you’ve turned on classtracking, here’s how you create classes: GO to the Gear at the top and open up the Menu. Select All Lists and when the page appears, select Classes.



In the Class List window, press click Class→New. The New Class window opens.



In the Class Name box, type a name for the class.

If you want to create a class that's a subclass of a parent (to set up subclasses for each region within a business unit, say), turn on the "Subclass of" checkbox. Then, in the drop-down list, choose the parent class you want. (Obviously, you can create subclasses only after you've created at least one regular class.)

Click Save to save the Class and click New to create another class.

If you realize you need another class while you're working on a transaction, you can create an entry by choosing <Add New> in the Class drop-down list shown in the transaction, but keep in mind, you can only create a total of 40 Classes.

If you work without classes and then decide to use them after all, you can go back and edit past transactions to assign classes to them, or just start using classes at the beginning of a new fiscal period.

Category of Classes

- Product Type
- Customer Type
- Logo Type
- Supplies Type
- Sales Person
- Catchall class - Set up a class like Other so that you can still classify transactions even if they don't fit into any of the specific classes you've defined.

Remember, you are only allowed a total of 40. If you only have one location for your business, this should not be a problem.

Action Steps

- Create a Sample to Import
- Import all of your Import Sheets
- Make a list of Classes
- Set up your Classes

Next Lesson

In our next lesson I am going to show you how to create invoices, apply payments and run off reports. This will be the fun lesson.

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