



QuickBooks® for Contractors Newsletter

QuickBooks Group Items

QuickBooks provides you with a powerful tool within your item list, which is often under used, the Group Item.

- ✓ Creating and using Group Items is useful for quickly entering a group of individual items that you have already set up as single items in your Item List.
- ✓ Group Items are versatile – you can choose to print – or – not to print the items within the group.
- ✓ Group Items ensure that you don't "leave something out" – which means lost dollars on your part.
- ✓ Group Items speed up the creation of Estimates and Invoices – imagine being able to pull in 19 items with a single click of the mouse.
- ✓ Group Items allow you to bridge the difference in units of measure used to buy and sell products or materials.

How to create a Group Item

In QuickBooks, choose Lists and Item List, click the Item button at the lower left of the screen and choose New and from the Item Type drop down menu, choose Group Item. The Group Item dialog box opens and you just start building your "group" as shown below.

CPS/CAPS Construction, Inc. - QuickBooks Premier: Contractor Edition 2005

File Edit View Lists Contractor Company Customers Vendors Employees Banking
Reports Window Help

New Item Type a help question Ask How Do I?

Type: Group Use to quickly enter a group of individual items on an invoice.
[What's the difference between a Group and an Inventory Assembly?](#)

Group Name/Number: IF

Description: Interior Finish

Item is inactive

Print items in group

Item	Description	Qty
18 Interior ...	Interior Walls	
24 Paint	Painting	
19 Ceilings ...	Ceilings & Coverings	
Subtotal	Subtotal of Above	
P&O	Profit & Overhead	

As you can see in the sample, we have included a Profit & Overhead item in addition to some very basic Interior Finish Items – if you would like your customer to see all the items (including the Profit & Overhead) simply place a check mark in the “Print items in group” box, leave it unchecked and they will see only “Interior Finish” on their invoice with the total value, including the Profit & Overhead.

How to Use the Group Item after it’s created

Open an Estimate or Invoice, click into the Item Column, find the Group Item and pull it in and enter your amounts.

The screenshot shows the 'Create Estimates' window in QuickBooks Premier Contractor Edition 2005. The window title is 'CPS/CAPS Construction, Inc. - QuickBooks Premier: Contractor Edition 2005'. The menu bar includes File, Edit, View, Lists, Contractor, Company, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The toolbar contains Previous, Next, Spelling, and History. The form fields include Customer: Job, Estimate Active (checked), Class, Template: Custom Estimate, Date: 09/23/2005, and Estimate #: 15. The main area is titled 'Estimate' and contains a table with the following data:

Item	Description	Total	Tax
IF			
18 Interior Walls	Interior Walls	1,500.00	Non
24 Paint	Painting	7,000.00	Non
19 Ceilings & C...	Ceilings & Coverings	6,600.00	Non
Subtotal	Subtotal of Above	15,100.00	
P&O	Profit & Overhead	2,265.00	Tax
	Interior Finish	17,365.00	
Customer Message	Tax Exempt (0.0%)	0.00	
		Total	17,365.00

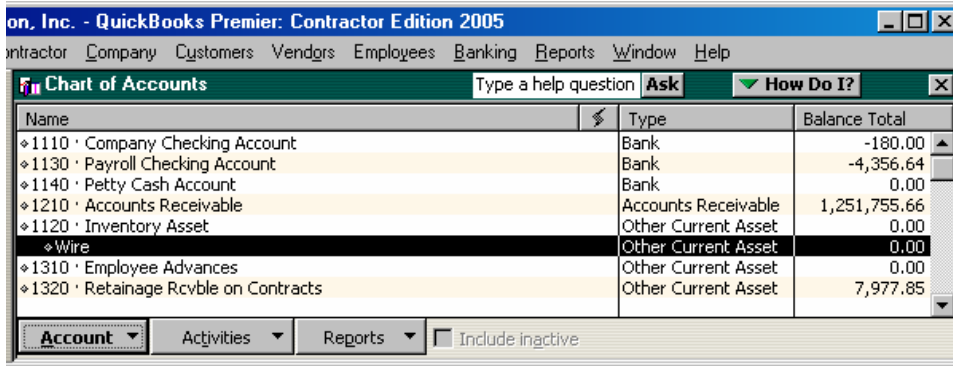
At the bottom of the window, there are checkboxes for 'To be e-mailed' and 'Customer Tax Code', a 'Memo' field, and buttons for 'Save & Close', 'Save & New', and 'Clear'.

QuickBooks will automatically calculate your Subtotal and if you entered a percentage rate when you created the Profit & Overhead Item, it will calculate that rate on the Subtotal and then add it to the Subtotal. Our Profit & Overhead Rate was 15%.

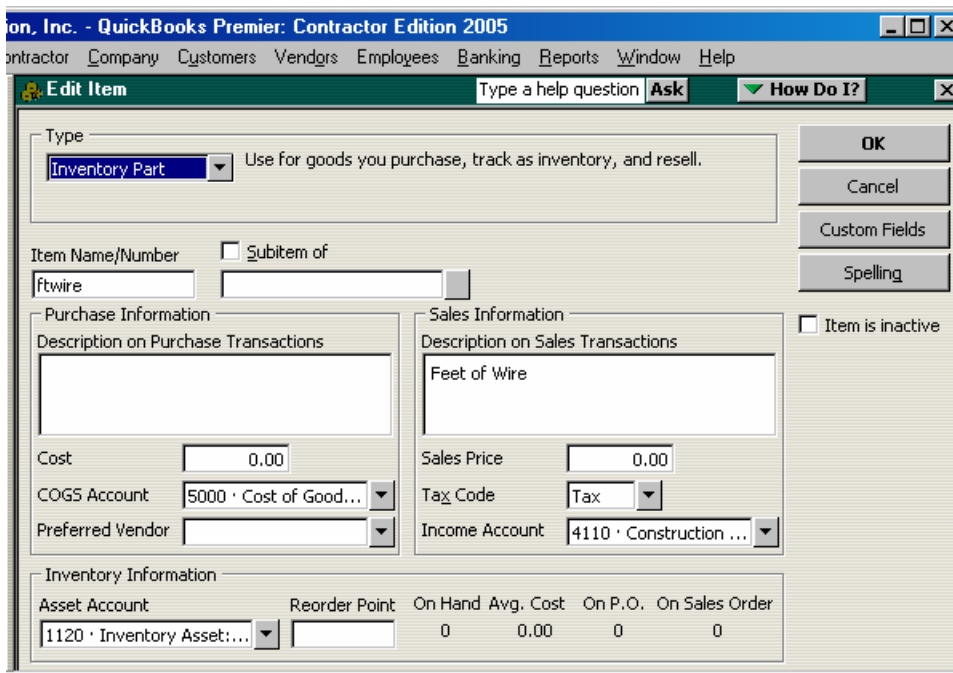
Use Group Items to bridge differences in units of measure used to buy and sell materials.

Suppose you are an Electrician and buy wire in spools of 1,000 feet, but when you invoice your customers you do so by the foot. By using group items you can effectively bridge this difference by following the steps below.

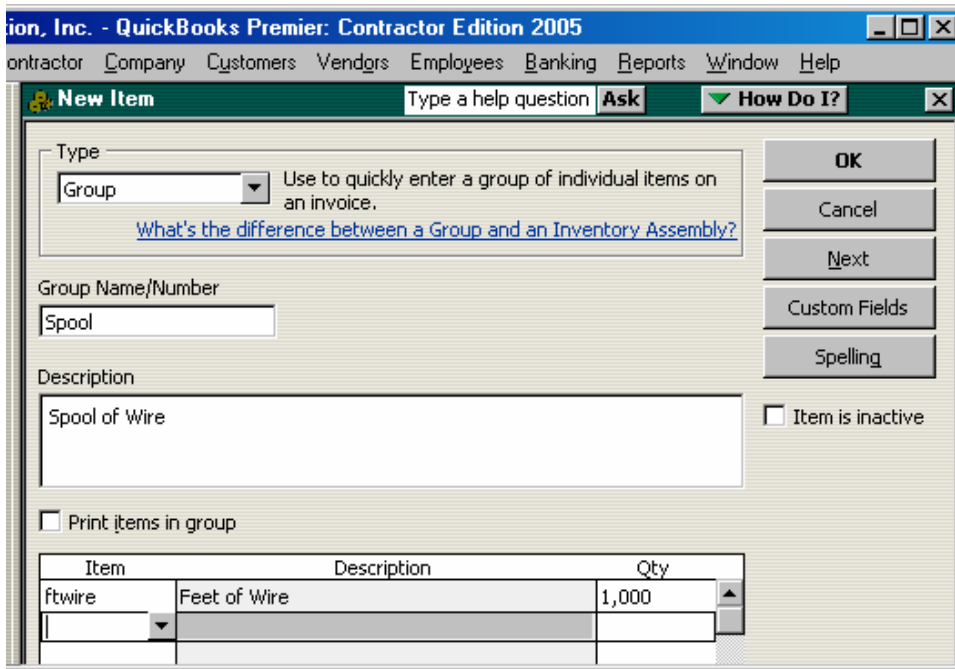
1. Verify that Inventory & Purchase Orders are active, by choosing Edit, Preferences, Purchases & Vendors, Company Preferences
2. Add a Sub-Account to your main Inventory Asset Account on your Chart of Accounts called Wire



3. Create an Inventory Part item for a foot of wire, called "Feet of Wire" and assign it to the "Wire" Account from your Chart of Accounts



4. Create a Group Item called "Spool of Wire"
5. Add the "Feet of Wire" Inventory Item with quantity of 1000



How to use the items after they are created.

When you buy the wire, use the "Spool of Wire" Group Item on your Purchase Orders, your checks, or bills and QuickBooks will add 1000 feet of wire to Inventory.

When you sell the wire, use the "Feet of Wire" Inventory Part Item on your Estimates, Sales Orders, or Invoices and QuickBooks will remove those amounts of wire from Inventory.



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