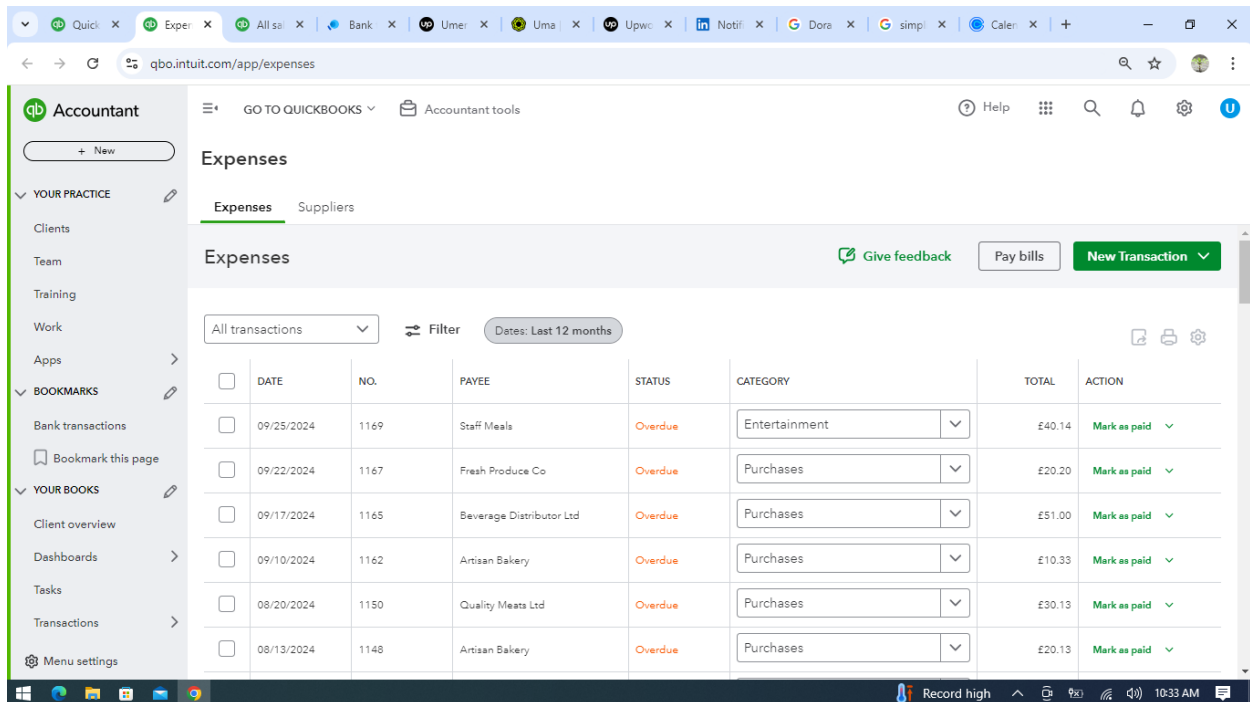

QuickBooks bookkeeping for Uk client.

In this project, I handled the full-year bookkeeping for a UK-based restaurant client, providing detailed and accurate financial record-keeping using QuickBooks. The client provided their bank transactions for the year, and I used this data to manage all financial activities, ensuring compliance with tax regulations and delivering precise reporting. Below is a detailed description of the specific tasks I completed

Expenses

I accurately recorded and categorized all restaurant-related expenses, such as supplier invoices, utility bills, rent, and other operational costs. Each expense was entered into QuickBooks and appropriately categorized under the restaurant's chart of accounts. VAT was applied where necessary, ensuring that all costs were compliant with UK VAT regulations. By organizing the expenses correctly, I provided the restaurant with clear insights into its cash flow and cost management.



	DATE	NO.	PAYEE	STATUS	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	09/25/2024	1169	Staff Meals	Overdue	Entertainment	£40.14	Mark as paid
<input type="checkbox"/>	09/22/2024	1167	Fresh Produce Co	Overdue	Purchases	£20.20	Mark as paid
<input type="checkbox"/>	09/17/2024	1165	Beverage Distributor Ltd	Overdue	Purchases	£51.00	Mark as paid
<input type="checkbox"/>	09/10/2024	1162	Artisan Bakery	Overdue	Purchases	£10.33	Mark as paid
<input type="checkbox"/>	08/20/2024	1150	Quality Meats Ltd	Overdue	Purchases	£30.13	Mark as paid
<input type="checkbox"/>	08/13/2024	1148	Artisan Bakery	Overdue	Purchases	£20.13	Mark as paid

qb Accountant

GO TO QUICKBOOKS Accountant tools

Expenses

Expenses Suppliers

<input type="checkbox"/>	DATE	NO.	PAYEE	STATUS	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	08/13/2024	1147	Artisan Bakery	Overdue	Purchases	£15.17	Mark as paid
<input type="checkbox"/>	08/08/2024	1146	Artisan Bakery	Overdue	Purchases	£25.33	Mark as paid
<input type="checkbox"/>	08/07/2024	1144	Kitchen Equipment Co	Overdue	Crockery	£8.11	Mark as paid
<input type="checkbox"/>	08/04/2024	1143	Fresh Produce Co	Overdue	Purchases	£30.17	Mark as paid
<input type="checkbox"/>	07/01/2024	1130	Beverage Distributor Ltd	Overdue	Purchases	£25.14	Mark as paid
<input type="checkbox"/>	07/01/2024	1129	Artisan Bakery	Overdue	Purchases	£12.25	Mark as paid
<input type="checkbox"/>	06/24/2024	1121	Beverage Distributor Ltd	Overdue	Purchases	£80.33	Mark as paid
<input type="checkbox"/>	06/23/2024	1120	Artisan Bakery	Overdue	Purchases	£15.25	Mark as paid
<input type="checkbox"/>	06/19/2024	1119	Beverage Distributor Ltd	Overdue	Purchases	£45.11	Mark as paid

16°C Mostly clear 10:36 AM

qb Accountant

GO TO QUICKBOOKS Accountant tools

Expenses

Expenses Suppliers

Give feedback Pay bills New Transaction

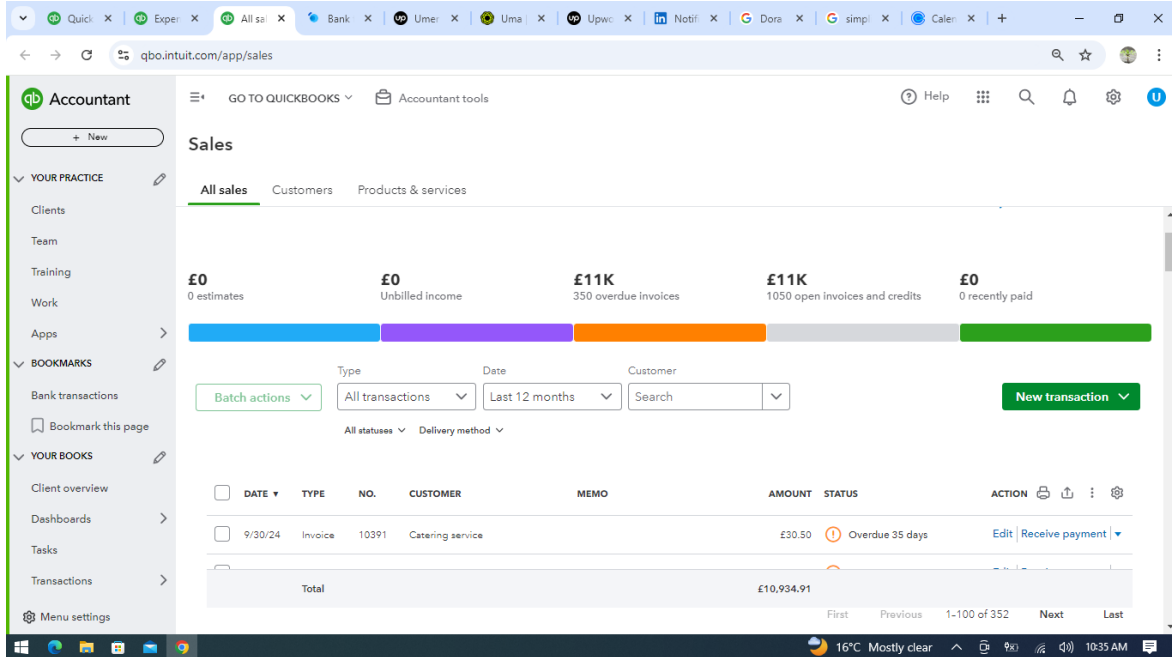
All transactions Filter Dates: Last 12 months

<input type="checkbox"/>	DATE	NO.	PAYEE	STATUS	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	09/25/2024	1169	Staff Meals	Paid	Entertainment	£40.14	View/Edit
<input type="checkbox"/>	09/22/2024	1167	Fresh Produce Co	Paid	Purchases	£20.20	View/Edit
<input type="checkbox"/>	09/17/2024	1165	Beverage Distributor Ltd	Paid	Purchases	£51.00	View/Edit
<input type="checkbox"/>	09/10/2024	1162	Artisan Bakery	Paid	Purchases	£10.33	View/Edit
<input type="checkbox"/>	08/20/2024	1150	Quality Meats Ltd	Paid	Purchases	£30.13	View/Edit
<input type="checkbox"/>	08/13/2024	1148	Artisan Bakery	Paid	Purchases	£20.13	View/Edit

20°C Partly cloudy 8:01 AM

Sales

I recorded and tracked all sales transactions throughout the year, ensuring that each sale was entered correctly with the appropriate VAT treatment. The sales data was categorized by income stream (e.g., dine-in, takeaway, catering) to provide a comprehensive view of revenue generation. I also ensured that VAT was correctly applied to all applicable sales, and maintained accurate sales records in QuickBooks for easy tracking and reporting.



This screenshot provides a detailed view of the sales transactions table. The table lists individual invoices with their dates, types, numbers, customer names, amounts, and overdue statuses. Each row includes an 'Action' column with links for 'Edit' and 'Receive payment'.

DATE	TYPE	NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
9/30/24	Invoice	10391	Catering service		£30.50	Overdue 35 days	Edit Receive payment
9/29/24	Invoice	10390	Catering service		£60.50	Overdue 36 days	Edit Receive payment
9/28/24	Invoice	10389	Catering service		£5.17	Overdue 37 days	Edit Receive payment
9/27/24	Invoice	10388	Catering service		£55.17	Overdue 38 days	Edit Receive payment
9/27/24	Invoice	10387	Catering service		£40.11	Overdue 38 days	Edit Receive payment
9/25/24	Invoice	10386	Catering service		£30.14	Overdue 40 days	Edit Receive payment
9/25/24	Invoice	10385	Catering service		£5.33	Overdue 40 days	Edit Receive payment
9/25/24	Invoice	10384	Catering service		£5.33	Overdue 40 days	Edit Receive payment
Total					£10,934.91		

Bank transactions x All sales x Upwork x (10) Umer Jan | LinkedIn x +

qbo.intuit.com/app/sales

Accountant

GO TO QUICKBOOKS Accountant tools

Help

Sales

All sales Customers Products & services

DATE	TYPE	NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
3/28/24	Invoice	10191	Catering service		£55.14	Overdue on 3/28/24	Edit Receive payment
4/3/24	Invoice	10192	Catering service		£25.11	Overdue on 4/3/24	Edit Receive payment
4/3/24	Invoice	10193	Catering service		£10.13	Paid	Edit Print
4/3/24	Payment		Catering service		-£10.13	Closed	View/Edit
4/4/24	Invoice	10194	Catering service		£81.00	Paid	Edit Print
4/4/24	Payment		Catering service		-£81.00	Closed	View/Edit
4/7/24	Invoice	10195	Catering service		£6.33	Overdue on 4/7/24	Edit Receive payment
4/9/24	Invoice	10196	Catering service		£5.50	Paid	Edit Print
Total					£6,823.46		

First Previous 101-200 of 506 Next Last

27°C Sunny 4:35 AM

Bank transactions x All sales x HG8546M x Upwork x +

qbo.intuit.com/app/sales

Accountant

GO TO QUICKBOOKS Accountant tools

Help

Sales

All sales Customers Products & services

Batch actions All transactions Last 12 months Search

New transaction

All statuses Delivery method

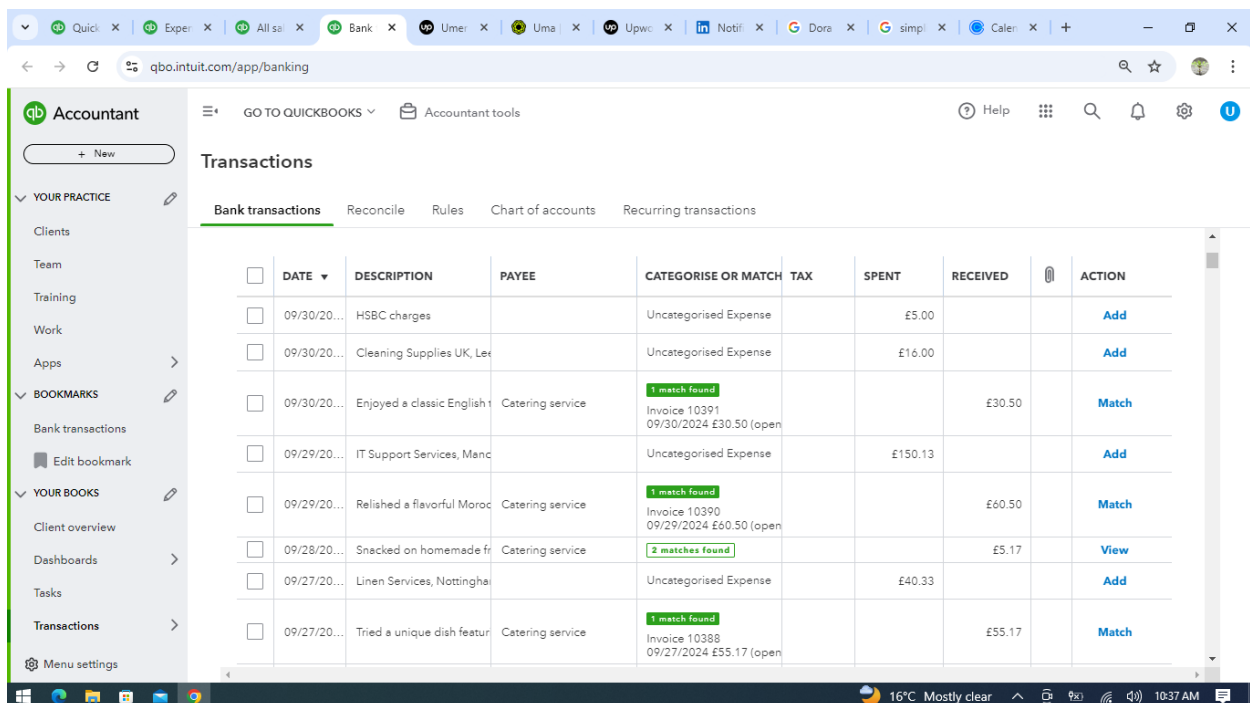
DATE	TYPE	NO.	CUSTOMER	MEMO	AMOUNT	STATUS	ACTION
9/30/24	Invoice	10391	Catering service		£30.50	Paid	Edit Print
9/29/24	Invoice	10390	Catering service		£60.50	Paid	Edit Print
9/28/24	Invoice	10389	Catering service		£5.17	Paid	Edit Print
9/27/24	Invoice	10388	Catering service		£55.17	Paid	Edit Print
9/27/24	Invoice	10387	Catering service		£40.11	Paid	Edit Print
9/25/24	Invoice	10386	Catering service		£30.14	Paid	Edit Print
Total					£0.00		

First Previous 1-100 of 700 Next Last

Near record 6:36 AM

Bank Reconciliation:

I imported the restaurant's bank transactions for the entire year into QuickBooks using CSV files and performed monthly bank reconciliations. Each bank transaction was matched to its corresponding entry in QuickBooks to ensure that the balances aligned. I reviewed and resolved any discrepancies, ensuring the restaurant's cash position was accurate and that all transactions were properly recorded. This helped to maintain the integrity of financial records and provided the client with up-to-date cash flow insights.



The screenshot displays the QuickBooks Accountant interface for the 'Bank transactions' section. The table lists various transactions with their respective dates, descriptions, payees, and amounts. Some transactions are marked as 'Matched' or 'Matched' with specific invoice numbers and dates.

<input type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORISE OR MATCH	TAX	SPENT	RECEIVED		ACTION
<input type="checkbox"/>	09/30/20...	HSBC charges		Uncategorised Expense		£5.00			Add
<input type="checkbox"/>	09/30/20...	Cleaning Supplies UK, Le...		Uncategorised Expense		£16.00			Add
<input type="checkbox"/>	09/30/20...	Enjoyed a classic English...	Catering service	1 match found Invoice 10391 09/30/2024 £30.50 (open			£30.50		Match
<input type="checkbox"/>	09/29/20...	IT Support Services, Manc...		Uncategorised Expense		£150.13			Add
<input type="checkbox"/>	09/29/20...	Relished a flavorful Moroc...	Catering service	1 match found Invoice 10390 09/29/2024 £60.50 (open			£60.50		Match
<input type="checkbox"/>	09/28/20...	Snacked on homemade fr...	Catering service	2 matches found			£5.17		View
<input type="checkbox"/>	09/27/20...	Linen Services, Nottingha...		Uncategorised Expense		£40.33			Add
<input type="checkbox"/>	09/27/20...	Tried a unique dish featur...	Catering service	1 match found Invoice 10388 09/27/2024 £55.17 (open			£55.17		Match

Accountant

GO TO QUICKBOOKS Accountant tools

Transactions

Bank transactions Reconcile Rules Chart of accounts Recurring transactions

HSBC

HSBC BANK BALANCE Updated 3 hours ago

£0.00

£17,000.00 IN QUICKBOOKS 566

Link account

For review (566) Categorised Excluded

Take a tour Go to bank register

All dates All transactions Search by description, cheque number, or amo...

1-300 of 566 1 2

DATE	DESCRIPTION	PAYEE	CATEGORISE OR MATCH	TAX	SPENT	RECEIVED	ACTION
09/30/20...	HSBC charges		Uncategorised Expense		£5.00		Add

16°C Mostly clear 10:36 AM

QuickBooks Bank transactions Reconcile Clients Microfin Solutions - QuickBooks

qbo.intuit.com/app/reconcileAccount?accountId=1150040000&statements=true

Accountant

GO TO QUICKBOOKS Accountant tools

Chart of accounts > Bank register > Reconcile

Reconcile HSBC

Statement ending date: September 30, 2024

Edit info Finish now

£2,218.52 STATEMENT ENDING BALANCE

£2,218.52 CLEARED BALANCE

£17,000.00 BEGINNING BALANCE

£27,147.04 175 PAYMENTS

£12,365.56 391 DEPOSITS

£0.00 DIFFERENCE

Statement ending date Clear filter / View all Payments Deposits All

Show me around

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (GBP)	DEPOSIT (GBP)
01/10/2023	01/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		60.11	
01/10/2023	01/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		6.11	
01/10/2023	01/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		13.00	
03/10/2023	03/10/2023	Bill Payment		Accounts Payable (A/P)	Staff Meals	60.33		
03/10/2023	03/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		15.13	
06/10/2023	06/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		12.17	
09/10/2023	09/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		50.25	
09/10/2023	09/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		50.33	
10/10/2023	10/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		35.13	
10/10/2023	10/10/2023	Receive Payment		Accounts Receivable (A/R)	Catering service		40.11	

Live 6:12 AM

VAT Submission

I managed the entire VAT process for the restaurant, ensuring compliance with UK VAT laws. I set up VAT settings in QuickBooks and ensured that all VAT rates were applied correctly to sales and purchase invoices. I prepared and submitted VAT returns through QuickBooks on a quarterly basis, and made VAT payments as required. At year-end, I filed the final VAT return and processed any necessary payments, ensuring that the restaurant met its VAT obligations without issues.

The screenshot displays the QuickBooks Accountant interface for VAT management. The main dashboard shows a total VAT liability of £351.90 for the period 07/01/2024 - 09/30/2024. This is broken down into £425.58 collected on sales, £73.68 paid on purchases, and £0.00 in adjustments. A notification prompts the user to 'Finish strong' by filing the return. Below this, a table lists VAT returns, including the next return to file and several previously filed returns.

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
Next return to file							
07/01/2024	09/30/2024	11/06/2024	£351.90	£0.00	£351.90	Open	Prepare return
Filed returns							
04/01/2024	06/30/2024	11/06/2024	£404.31	£404.31	£0.00	Filed and paid	View summary
01/01/2024	03/31/2024	04/07/2024	£177.30	£177.30	£0.00	Filed and paid	View summary
10/01/2023	12/31/2023	01/03/2024	£238.39	£238.39	£0.00	Filed and paid	View summary

Payroll Journal Entries:

As part of the bookkeeping process, I also posted payroll journal entries for the restaurant's employees. I recorded wages, tax deductions, and employer contributions, ensuring that all payroll transactions were accurately reflected in QuickBooks. Payroll journal entries were posted in accordance with UK tax regulations and aligned with the restaurant's payroll schedule. This process ensured that employee compensation, as well as payroll taxes and liabilities, were correctly tracked, and that the payroll was properly reflected in the financial statements.

The screenshot shows the QuickBooks interface for creating a journal entry. The browser tabs include QuickBooks, Chart of accounts, Journal Entry, All sales, and another Journal Entry. The URL is qbo.intuit.com/app/journal?txnId=1044. The page title is "Journal Entry no.3".

Journal date: 31/08/2024
Journal no.: 3
 Is Adjusting Journal Entry?

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	TAX
1	Salaries Expense	5,900.00		Salaries expense for the month Aug 24		
2	PAYE payable		771.68	Tax & employee Ni		
3	Wage Control Account		5,128.32	Net Pay		
4						
5						
6						
7						
8						
Total		5,900.00	5,900.00			

Buttons: Cancel, Reverse, Make recurring, More, Save, Save and new

System tray: Record high, 6:34 AM

Trial Balance:

At year-end, I prepared and reviewed the trial balance, verifying that all debits and credits were correctly balanced. I ensured that all accounts—such as assets, liabilities, equity, income, and expenses—had been accurately updated and reconciled in QuickBooks. The trial balance formed the foundation for generating the restaurant’s financial statements and ensured that the books were balanced before proceeding with year-end reporting.

The screenshot displays the QuickBooks interface with the Trial Balance report for September 30, 2024. The report is titled "Trial Balance As of September 30, 2024" and is presented in a table format with columns for account names, DEBIT, and CREDIT. The total debits and credits are both 10,304.65, indicating a balanced trial balance.

	DEBIT	CREDIT
HSBC	2,218.52	
Accounts Receivable (A/R)	0.00	
Equipment	288.61	
Accounts Payable (A/P)		0.00
PAYE payable		0.00
VAT		351.90
VAT Suspenses		0.00
Wage Control Account		0.00
Opening Balance Equity		16,999.99
Income		10,304.65
Purchases	2,339.45	
Bank charges	20.00	
Cleaning	426.01	
Crockery	391.40	
Entertainment	314.72	
HMRC Expense	0.00	
Insurance	360.00	