

Creating Proxies

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If you decide not to sync inventory, Order Time will create a non-inventory item called OT Proxy. This item is used for bills and invoices in QuickBooks so its income and expense account will be reflected in your P & L. You can create any number of proxies with different income and expense accounts so that you can control which P & L accounts are affected.

Step 1 is to create a non-inventory item. This can be done in either QuickBooks or Order Time. In this example we are creating a non-inventory item called Wood which will be used as the proxy for all the wood inventory item in Order Time.

The screenshot shows the 'New Item' window in QuickBooks Pro 2014. The window title is 'KGI - QuickBooks Pro 2014 - [New Item]'. The menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The left sidebar contains 'My Shortcuts' with options like Home, My Company, Income Tracker, Calendar, and Snapshots, and 'Do More With QuickBooks' with options like Get Free Workers Comp Quote, Order Labor Law Posters, Order Checks & Supplies, Promote Your Business, and Finance with Confidence.

The main form is titled 'TYPE' and has a dropdown menu set to 'Non-inventory Part'. Below this is a text box: 'Use for goods you buy but don't track, like office supplies, or materials for a specific job that you charge back to the customer.' The 'Item Name/Number' field is set to 'Wood'. There are checkboxes for 'Subitem of' and 'Manufacturer's Part Number'. A checkbox labeled 'This item is used in assemblies or is purchased for a specific customer/job' is checked.

The form is divided into two sections: 'PURCHASE INFORMATION' and 'SALES INFORMATION'. Under 'PURCHASE INFORMATION', there is a 'Description on Purchase Transactions' field, a 'Cost' field set to '0.00', an 'Expense Account' dropdown set to 'Wood COGS', and a 'Preferred Vendor' dropdown. Under 'SALES INFORMATION', there is a 'Description on Sales Transactions' field, a 'Sales Price' field set to '0.00', a 'Tax Code' dropdown set to 'Tax', and an 'Income Account' dropdown set to 'Wood Sales'. There is also an 'Item is inactive' checkbox which is unchecked.

On the right side of the form, there are buttons for 'OK', 'Cancel', 'Next', 'Notes', 'Custom Fields', and 'Spelling'.

Once you have your proxies set up you will assign them to the items you create in Order Time.

Home > Items > Item

Item - Next Item No. Save Reset

General	Other
Group: Parts Group Name: U00005 UOM Set: Each-K	Active <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Proxy: Wood <input type="checkbox"/> Sub of:

General	Purchasing	Notes	Custom
Description: Wood product Price: 25.00 Weight: Volume:	Income Account: 47900-Sales [Income] COGS Account: 50000-Cost of Goods Sold [Cost of Goods] Asset Account: 12100-Inventory Asset [Other Current Asset] Bin: Track lots or serial numbers: <input type="checkbox"/> Tax Code: Class:		

You can also create a new Item Group that by default sets the correct proxy.

Admin > Profile Lists > Item Group

Item Group

Active Status: Active Inactive Both

Records: +

- Assembly Group ✕
- Jobs Group ✕
- Kits Group ✕
- Non-inv Group ✕
- Other Charge Group ✕
- Parts Group ✕
- Services Group ✕

Name: Wood Product
 Short Name: Wood
 Item Type: Part
 Is default:
 Active:

Default Accounts

Income Account: Wood Sales [Income]
 Asset Account: 12100-Inventory Asset [Other Current Asset]
 COGS Account: Wood COGS [Cost of Goods]

UOM Set: Each-K
 Is Sold:
 Is Used:
 Is Purchased:

Item Cost Type: Cost As Entered
 Default Proxy: Wood

Click on this link to find out more about [Proxies and Accounts](#).