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Entering Item Data to Excel for import into Quickbooks 2008:

- Column A must be left blank.
- Row 1 should have the following text in their respective fields:

A	B	C	D	E
	Active Status	Type	Item	Description
F	G	H	I	J
Sales Tax Code	Account	COGS Account	Asset Account	Accumulated Depreciation
K	L	M	N	O
Purchase Description	Quantity on Hand	Cost	Preferred Vendor	Tax Agency
P	Q	R		
Price	Reorder Point	MPN		

- Column B (for our purposes) will all be “Active”, and Column C will all be set at “Inventory Part”.
- Column D is the Item number, this is the number that will be used to create bar codes and will be completed in the following format: #####

Breaking down this format, the first three characters indicate the type of part according to the following scheme:

- 100—Hardware (this consists of general screws and miscellaneous hardware items and should only be counted per container unless needs arise for more precise monitoring)
- 200—Chassis Electrical (this can include interior or exterior lighting , fuses, relays, radios and GPS)
- 300—Chassis Mechanical Components (brakes, suspension, exhaust components, doors, windows, body panels, light housings)
- 400—Engine Electrical (sensors, switches, wiring, connectors, ignition components, alternators, starters)
- 500—Engine Mechanical Components (items such as, turbo kits, A/C pumps, Water pumps)
- 600—Fuel System Components
- 700—Chemicals (i.e. Brake Parts Cleaner, antifreeze/coolant, WD-40, Car Wash Solution)
- 999—Category unknown or not listed

The final five digits of the Item numbers will be sequential, starting 10000, 10001, 10002, etc.

Items that are “paired” items can be listed as “sub-categories” to what is shown above. As an example, headlight bulbs may be 20110035, the headlight high beam switch could be 20210035, the headlight on/off switch could be 20310035, or a special “specific-use” bolt could be 10110049 could have a corresponding nut 10210049. Fuel System Components category could be divided with 600—649 numbers being reserved for diesel parts and 650—699 being used for gasoline parts. This truly should only be used in specific circumstances.

Once adding extra vendors for identical parts (to have different price points set) the numbers will have “.01”, “.02”, etc. added to the end. i.e. 40010025 is an oxygen sensor from the primary vendor, 40010025.01 would be the same part from a secondary distributor)

- Column E is the “internal use” description of the part. Use this to describe the part. This description can even be used to describe what the part is used for. Keep descriptions as descriptive as possible yet keeping them short as well.
- Column F will be “Non” in all rows.
- Column G will all be “Garage Inventory Used”.
- Column H will be “Truck Maintenance Costs” in all rows.
- Column I will be “Inventory Asset” in all rows.
- Column J will be “0” in all rows.
- Column K should contain the Vendor’s Description for the part.
- Column L, enter the quantity if known, if unknown enter as “0”.
- Column M will be the cost of the item from the “Preferred Vendor” (if unknown set to 0).
- Column N will be the “Preferred Vendor” name from the vendor’s list provided. (if unknown leave this field blank)
- Column O should be left blank.
- Column P should equal Column M of the same row.
- Column Q should contain the reorder point (if known, if unknown leave this field blank).
- Column R should contain the Manufacturer’s Part Number (if known, if unknown leave this field blank).

If there are any questions, comments, or changes, please contact me any time.

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