

Houzz Pro Accounting Best Practices

for Interior Designers &
Contractors



Running your business means juggling a lot! Houzz Pro can be a huge help—but only if it's set up correctly. I created this guide to help you keep your business running smoothly on the accounting side, so you can focus on what you do best: designing and building.



Houzz Pro is a powerful tool—but it works best when paired with the right financial workflows. These tips will help you stay profitable, protect your cash flow, and keep QuickBooks in sync—without the usual headaches.

01.

Separate Data Entry from Review

Have one person enter proposals, invoices, and purchase orders in Houzz Pro, and another (often your bookkeeper) review how everything syncs into QuickBooks. This extra set of eyes catches errors early and keeps your financial reports accurate.

02.

Get Paid Before You Spend

Always send proposals first, collect payment, then convert the proposal into an invoice and create purchase orders. Avoid ordering materials or paying vendors before client funds are received—this protects cash flow and minimizes out-of-pocket costs.

03.

Treat Invoices as Final Documents

Invoices are posting documents that affect your financials and sales tax. Once an invoice is paid (and especially once sales tax is filed), it should never be edited. Best practice is to lock or issue invoices after payment to prevent complicated tax and reporting issues.



04.

Understand Your Sales Tax Timing

Most states require sales tax to be filed on an accrual basis, meaning open invoices can trigger tax owed—even if you haven't been paid. This makes collecting payment on proposals critical and reinforces why unpaid invoices should be kept to a minimum.

05.

Create Purchase Orders from Paid Invoices

Purchase orders should be created only from paid invoices and should match vendor bills exactly. When synced to QuickBooks, your bookkeeper can easily verify that actual spending matches your expected costs—protecting your markup and profitability.

06.

Handle Returns & Refunds the Right Way

Instead of editing old invoices, record returns on a new proposal as a negative line item. Once there's a balance due, send it for payment. If a refund is needed, handle it properly in QuickBooks using a credit memo to keep records clean.

I help designers and contractors make Houzz Pro and QuickBooks simple and reliable, so you can focus on your projects. If you'd like a hand with workflows, integrations, or just want a bookkeeper who understands Houzz, REACH OUT—having the right support can be a real asset to your business.

