

QUICKBOOKS ONLINE

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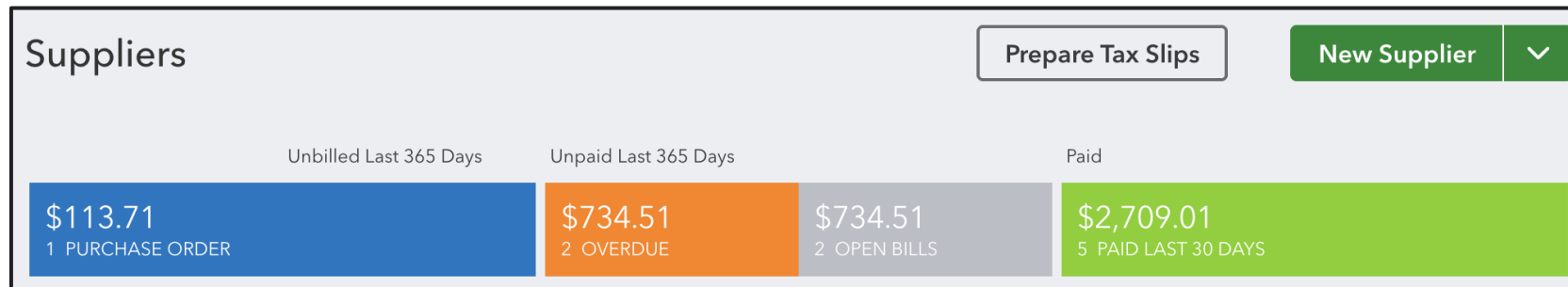
Working with Suppliers

Learning Objectives

- Set up suppliers
- Edit expense settings and preferences
- Create expenses, cheques and bills
- Create advanced supplier transactions and reports
- Process credits, pay bills and print cheques

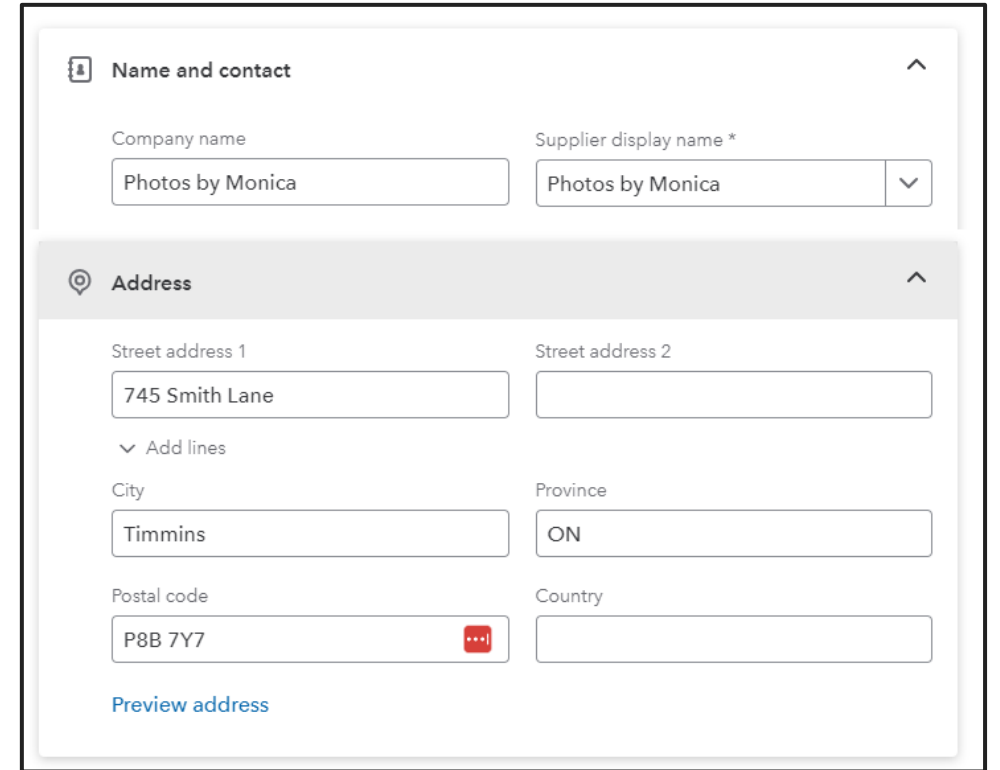
Expenses & Bills App

- Stores information about suppliers
 - Four tabs: Expense Transactions, Suppliers, Bills and Mileage
- Money bar – snapshot of the company's Accounts Payable balance



Expenses & Bills App (cont.)

- Three ways to add suppliers:
 - Import from a CSV or Excel worksheet or a Google Sheet
 - Manually via the Suppliers list
 - As transactions are created
 - Bills
 - Expenses
 - Cheques
- You can edit, merge and inactivate suppliers



The screenshot displays the 'Name and contact' and 'Address' sections of a supplier form. The 'Name and contact' section includes fields for 'Company name' (containing 'Photos by Monica') and 'Supplier display name *' (containing 'Photos by Monica' with a dropdown arrow). The 'Address' section includes fields for 'Street address 1' (containing '745 Smith Lane'), 'Street address 2' (empty), 'City' (containing 'Timmins'), 'Province' (containing 'ON'), and 'Postal code' (containing 'P8B 7Y7' with a red location pin icon). There is also an 'Add lines' link and a 'Country' field (empty). A 'Preview address' link is at the bottom.

Name and contact

Company name: Photos by Monica

Supplier display name *: Photos by Monica

Address

Street address 1: 745 Smith Lane

Street address 2:

City: Timmins

Province: ON

Postal code: P8B 7Y7

Country:

[Preview address](#)

Creating Supplier Transactions

- Expenses recorded at the time of purchase are posted in QBO in one of two ways:
 - Cheque and expense transactions – funds received at time of purchase
 - Debit, credit, cheque, cash
 - Bill transaction – supplier sends an invoice for payment with payment terms
- You can customize the content of expense forms but not their appearance

Creating Supplier Transactions (cont.)

Purchase Order Help

Supplier: Open Email: [Cc/Bcc](#)

AMOUNT: **\$127.13**

Mailing address:

Ship to:

Purchase Order date:

Shipping address:

Ship via:

Tags 1 [Manage tags](#)

Amounts are:

► Category details

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX	CUSTOMER	CLASS
1	General services:Badges:Name	Name Badges	75	1.50	112.50	HST ON		

Purchase orders are non-posting transactions for suppliers.

Other Supplier Transactions

- Billable expense – charged back to the customer with or without a markup
- To process a supplier or credit card credit, use the same category or product/service you posted the original expense to
- To pay outstanding bills:
 - Use the + Create menu (Pay Bills area)
 - Use the Suppliers list (via the Action menu)

Creating Supplier and Expense Reports

The Standard Reports area contains two sections related to suppliers:

- What You Owe section – A/P reports
- Expenses and Suppliers section – more supplier reports

