

QUICKBOOKS ONLINE

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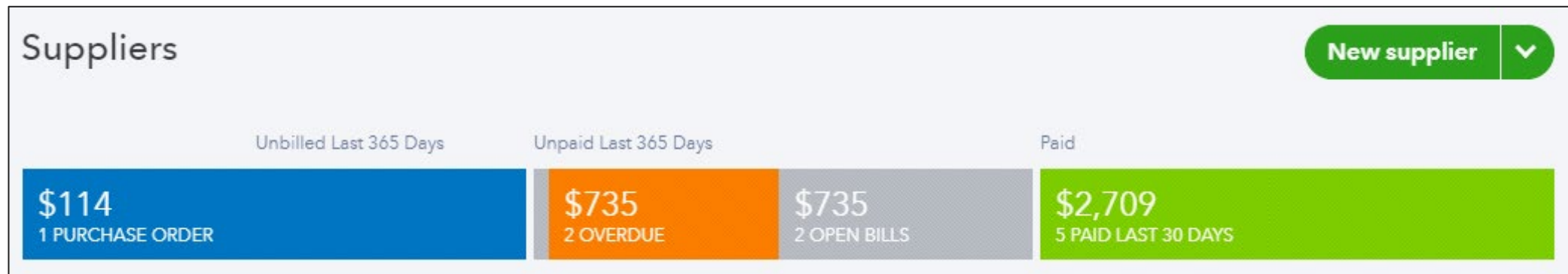
Working with Suppliers

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

The Expenses Centre

- Stores information about suppliers
 - Two tabs:
 - Expenses
 - Suppliers
- Money bar – snapshot of the company's Accounts Payable balance



The Expenses Centre (cont.)

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

The screenshot shows a web form titled "Name and contact" for a supplier. The form is divided into two main sections: "Name and contact" and "Address".

Name and contact section:

- Company name:** Photos by Monica
- Supplier display name *:** Monica Haslip (with a dropdown arrow)
- Title:** (empty)
- First name:** Monica
- Middle name:** (empty)
- Last name:** Haslip
- Suffix:** (empty)
- Email:** (empty)
- Phone number:** 204-2040
- Mobile number:** 878-8787
- Fax:** (empty)
- Other:** (empty)
- Website:** (empty)
- Name to print on cheques:** Monica Haslip

Address section:

- Street address 1:** 15 Spencer Ave.
- Street address 2:** (empty)
- City:** North Bay
- Province:** ON
- Postal code:** P8B 9M9
- Country:** (empty)

There is a "Add lines" link between the Street address 1 and City fields.

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: Email: **AMOUNT \$127.13**

🔗 Open Cc/Bcc

Mailing address:
Supplies Depot

Ship to:

Purchase Order date:

Shipping address:
5100 Spectrum Way
Cooksville ON L4W 5S2

Ship via:

Amounts are:

► Category details

▼ Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE (CAD)	AMOUNT (CAD)	SALES TAX
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 + New 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

