

QUICKBOOKS ONLINE

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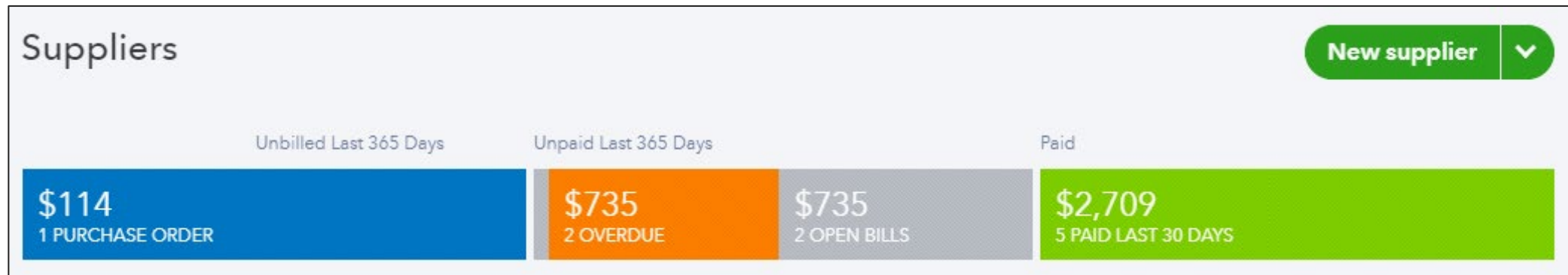
Working with Suppliers

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
 - Four tabs: Expenses, Bills, Suppliers and Mileage
- 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 displays two sections of a form for adding a supplier. The top section, titled 'Name and contact', includes fields for 'Company name' (Photos by Monica), 'Supplier display name *' (Monica Haslip), 'Title', 'First name' (Monica), 'Middle name', 'Last name' (Haslip), 'Suffix', 'Email', 'Phone number' (204-2040), 'Mobile number' (878-8787), 'Fax', 'Other', 'Website', and 'Name to print on cheques' (Monica Haslip). The bottom section, titled 'Address', includes fields for 'Street address 1' (15 Spencer Ave.), 'Street address 2', 'City' (North Bay), 'Province' (ON), 'Postal code' (P8B 9M9), and 'Country'. The form is styled with a clean, modern interface and includes a 'Name and contact' tab icon at the top left of the first section.

Name and contact

Company name: Photos by Monica

Supplier display name *: Monica Haslip

Title: [] First name: Monica Middle name: [] Last name: Haslip Suffix: []

Email: [] Phone number: 204-2040

Mobile number: 878-8787 Fax: []

Other: [] Website: []

Name to print on cheques: Monica Haslip

Address

Street address 1: 15 Spencer Ave. Street address 2: []

City: North Bay Province: ON

Postal code: P8B 9M9 Country: []

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 + 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

