

QUICKBOOKS ONLINE

4

Working with Vendors

Learning Objectives

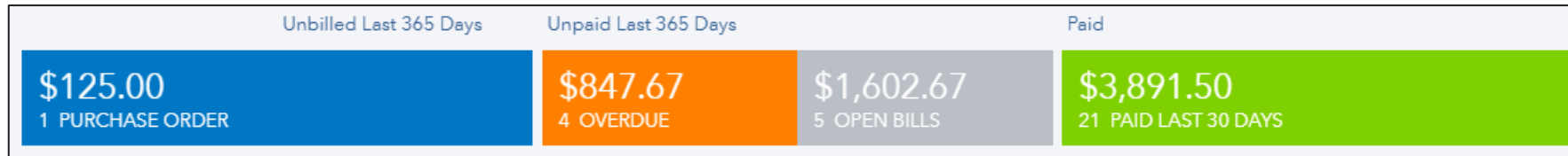
- Set up vendors
- Edit settings and preferences
- Create expense transactions
- Make payments to vendors
- Create vendor reports

The Expenses & Bills App

- Provides links to information about vendors and their related transactions
- Perform vendor-related tasks, such as searching for vendors and adding and importing vendors
- Access via My Apps or the app carousel
- Seven tabs: Expense Transactions, Vendors, Bills, Bill Payments, Mileage, Contractors, and 1099s

The Expenses & Bills App (cont.)

- Money bar – snapshot of Accounts Payable
 - Open, past-due, paid bills



- Vendors List – names, contact info, balances
 - Add new and import existing vendors (CSV, Excel, Google Sheet)
 - Edit, merge, and inactivate vendors (can't delete)

Creating Vendor Transactions

- Recorded in one of two ways:
 - As an expense when you pay at the time of purchase
 - As a bill when make a purchase and pay later
- Intuitive QBO forms (Expense, Check, and Bill forms) perform correct accounting
- Content of expense/purchase forms is customizable, but appearance is locked (unlike with sales forms)

Managing Accounts Payable

- Accounts Payable – for purchases made and to be paid for later
- Specifies when and how much is paid for each account
- Bill Pay feature – schedule bill payments in QBO
- Reports on the Navigation bar contains prebuilt vendor-related reports to help you manage cash flow