

QUICKBOOKS ONLINE

# 4

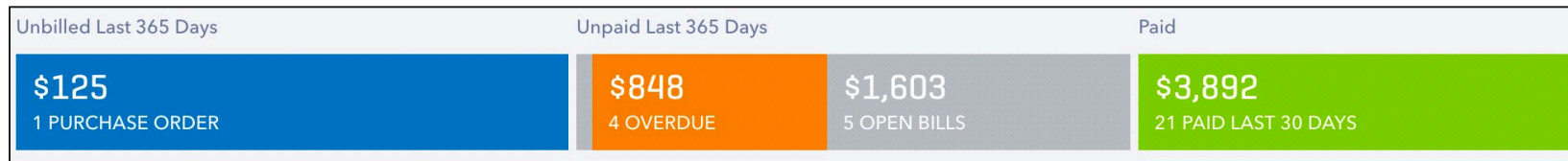
## Working with Vendors

# Learning Objectives

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

# The Expenses Center

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



- Vendors List – names, contact info, balances
  - Add new and import existing vendors (Excel, CSV)
  - 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 center contains prebuilt vendor-related reports to help you manage cash flow