Chapter 4
Suppliers and Expenses
Part I
In this chapter, you’ll learn the steps necessary to set up suppliers, enter expenses, and track bills in QuickBooks Online.

Every business is required to spend money to purchase goods and services used in your business to provide your services or products.

Lesson Objectives

In this chapter, you’ll learn:

- How to set up a supplier on the suppliers list
- Tracking Accounts Payable vs. Expenses and Cheques
- Expense workflows and when to use each transaction type
- How expenses entered affect financial statements

Adding Suppliers

QuickBooks uses the Suppliers list to hold information about the people and companies you do business with. For example, this list could include the phone company, your office supplies supplier, and other businesses you purchase goods and services from.

Setting up your suppliers on the Suppliers list allows you to keep track of how much you spend with each supplier over a period of time.

**NOTE** If you need to keep track of Accounts Payable, each of your suppliers must be set up on the Suppliers list.

Set Up Supplier

1. Click **Expenses**.
2. Click **Suppliers**.
3. Click **New supplier**.
4. Enter the appropriate information for the supplier.
5. Click **Save**.
Important Supplier fields:

**Terms**—Terms are used to calculate the due date for bills you enter from this supplier. E.g. terms of Net 30 mean a bill is due 30 days after the date on the bill.

**Account No.**—Account number is the number that your supplier uses to identify you in their system. When you print a bill payment check for a supplier, the account number appears in the memo of the check.

**Tracking Accounts Payable vs. Expenses**

There are several ways to record expenses in QuickBooks Online. The method you use depends on your business and the details that you need to track in your company.

**Expenses**

Every business incurs expenses. Expenses include office supplies, rent, utilities and other expenses incurred to help you run your business. All expenses will be tracked to expense accounts in QuickBooks.

Expenses in QuickBooks are defined as transactions that do not include a bill from a supplier. In other words, they are paid for at the time that the expense is incurred. Examples of expense type transactions include debit card purchases, credit card purchases, Interac transactions and cheques.
To record expenses at the time they are incurred you will use the following QuickBooks transactions:

- Expense

**Bills and Paying Bills**

Sometimes you will incur expenses that you will pay for at a later time. This is called accounts payable. The record accounts payable in QuickBooks Online, you record the expense using the bill form and pay the bill using the pay bills window. When you track accounts payable, you can see what you owe suppliers at any time using the A/P Aging and Summary reports.

There are three benefits to tracking accounts payable.

1. You can keep track of what you owe suppliers at any time by reviewing the AP reports.
2. QuickBooks helps you avoid entering duplicate bills for the same vendor.
3. Ability to track expenses in the correct period.

When you record an expense using the cheque or expense form, the expense will appear on your Profit and Loss and Expense reports as of the date on the transaction. This can be a problem if you received a bill in the previous month for the expense, but didn’t record it in QuickBooks. When you track accounts payable and enter the bill, the expense will be recorded when you incurred it rather than when you pay the supplier for the outstanding balance.

To record accounts payable, you will use a two-step workflow:

**Enter Bills ➔ Pay Bills**

**Expenses and Cheques**

To record an expense in QuickBooks you can enter an Expense transaction or a Cheque. In this section, you’ll learn how to enter these two transaction types.

**Expense Transactions**

When you don’t have a bill accompanying the expense, you will use the Expense type of transaction to record the following in QuickBooks Online:

- Debit card transactions
- Credit card entries
- Interac transactions
- Online payments
- Other expenses
To enter expenses:

1. Click the **New** menu and click **Expense**.

2. Enter the **Payee**.

3. Choose the appropriate payment account. This is the bank or credit card account from which you’ll record the payment.

4. Choose the payment method.

**NOTE** Selecting the payment method on expense transactions allows you to filter expense reports by payment method.
5. Choose the expense **Account** to track the expense. If you’re purchasing office supplies you might choose Office Expenses or if you were paying for your company’s Dues in a local business association you would choose Dues and Subscriptions. The amount of the expense will track to the account and the amount will display in the Profit and Loss Statement.

6. Enter a **Description**. You would enter a description if you want to keep track of any details about this transaction.

7. Enter the **Amount** of the expense. Usually this is the amount before tax. Choose the **Sales Tax** if it is not already chosen. QuickBooks automatically calculates the amount of sales tax per the **Sales Tax Rate** you choose.

8. Click **Save and close**.

**NOTE** There are two options for recording sales tax.

1. **Exclusive of sales tax**
2. **Inclusive of sales tax**

**Exclusive of Tax** is the most common situation. The price or cost of items shown in the Amount column does not include sales tax (net price). Only the total amount includes sales tax; line and subtotal amounts do not. The sales tax amount is shown as a separate amount at the bottom of the form and is not included in the subtotal.

**Inclusive of Tax** is when the price or cost of items shown in the Amount column includes sales tax (gross price). Sales tax is included in each of the amounts (line, subtotal, and total) of the sales form. The total amount of sales tax is also shown at the bottom of the form.

**Out of scope of Tax** is typically used when Items are not subject to sales tax.
You can view your expense transactions when you click **Expenses** from the left-hand navigation bar and then click the **Expenses** tab.

These transactions are also recorded to the Profit and Loss Statement.
You can view the detail on the Profit and Loss Statement when you click the balance link from the Account. When you click the account balance a detailed Transaction Report displays for you.

### Green Tree Landscapes

**TRANSACTION REPORT**

January - December 2019

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRANSACTION TYPE</th>
<th>NAME</th>
<th>MEMO/DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/03/2019</td>
<td>Invoice</td>
<td>Ecker Designs</td>
<td>Holiday party · gold level</td>
<td>Sales</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>08/04/2019</td>
<td>Invoice</td>
<td>Oxon Insurance Agency; Oxon -...</td>
<td>Holiday party · platinum level</td>
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<tr>
<td>18/05/2019</td>
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<td>Employee training off site</td>
<td>Sales</td>
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<tr>
<td>23/06/2019</td>
<td>Invoice</td>
<td>Lew Plumbing</td>
<td>Employee training off site</td>
<td>Sales</td>
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<td>23/06/2019</td>
<td>Invoice</td>
<td>Oxon Insurance Agency; Oxon -...</td>
<td>Retreat · platinum level</td>
<td>Sales</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>21/08/2019</td>
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<td>15/12/2019</td>
<td>Invoice</td>
<td>Ingrid Penelope Freeley</td>
<td></td>
<td>Sales</td>
<td>$180.00</td>
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</tbody>
</table>

**TOTAL** $15,930.00

**Cheque Transactions**

Use the cheque form if you are writing a cheque to pay your supplier that is not accompanied by a bill. This could include recording a handwritten cheque or one a cheque to be printed later.

To enter a Cheque:

1. Click the New menu and click Cheque.
2. Enter the Payee.
3. Choose the appropriate bank account.
4. Enter the Payment date.
5. Enter the Cheque number (if handwriting the cheque) or select Print later (if printing the cheque from QuickBooks later).
6. Choose the Account to track the expense. Enter a Description (optional).
7. Enter the Amount and Sales Tax rate if not already chosen for you.
Bills and Paying Bills

When you choose to track your bills, and pay them later you will use Accounts Payable. This workflow has two or three steps:

Enter Bills  ➔  Pay Bills  ➔  Print Cheques (optional step if you print cheques)

**NOTE** QuickBooks includes settings to help you avoid making duplicate entries in your Accounts Payable.

To turn this setting on:

1. Click the **Gear** icon and then click **Account and Settings**.
2. Click **Advanced**.
3. Click the **Other Preferences** section.
4. Select the option to **Warn if duplicate bill number is used**.
There are two steps to track accounts payable in QuickBooks and a third optional step if you choose to Print bill payment cheque:

*Enter Bill* → *Pay Bill* → *Print bill payment cheques*

**Step 1: Enter Bill**

1. Click the **New** menu and click **Bill**.
2. Enter the **Supplier** name.

3. Enter the **Bill no.**

4. Choose the expense **Account** to track this expense in the **Account details** section of the bill.

5. Enter the **Amount** and choose the Sales Tax that applies to this transaction.

6. (Optional) Add an **Attachment** to the transaction.

7. **NOTE** Attachments can be anything that relates to the transaction in the real world, e.g. receipts, PDF copies of the bill, etc.

7. Click **Save and close**.

**NOTE** The **Bill No.** field is an important field because QuickBooks Online lets you search for this number. This makes it easy to find information about Supplier bills in the accounting system.
After entering a bill, you can create several reports to see the effect it has on your accounts payable. See the example below to view the effects entering bills has on the A/P Aging Summary.

**A/P Aging Summary**

![A/P Aging Summary Table]

You will also see the effect of entering bills on the Unpaid Bills Detail report. To create this report:

1. Click **Reports**.
2. Click **Manage Accounts Payable**.
3. Click **Unpaid Bills**.

### Green Tree Landscapes

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRANSACTION TYPE</th>
<th>DUE DATE</th>
<th>PAST DUE</th>
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<th>OPEN BALANCE</th>
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<td>24/10/2019</td>
<td>Bill</td>
<td>30/10/2019</td>
<td>63</td>
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<tr>
<td>16/10/2019</td>
<td>Bill</td>
<td>30/10/2019</td>
<td>63</td>
<td>508.51</td>
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<tr>
<td>31/12/2019</td>
<td>Bill</td>
<td>31/12/2019</td>
<td>1</td>
<td>4,461.24</td>
<td>4,461.24</td>
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**Total for Jennifer Hargreaves**: $226.00

**Total for Kristin Gibson**: $508.51

**Total for Steve’s Snow Removal**: $4,461.24

**TOTAL**: $5,195.75

When you pay a bill, QuickBooks reduces your Accounts Payable balance with that supplier.

**Step 2: Pay Bill**

1. Click the **New** menu and select **Pay Bills**.

2. Choose the appropriate **Payment** account. This will usually be a bank account from where you’ll pay the bill.

3. (If paying with a Bank account) Enter the **Starting cheque no.** (if paying with handwritten cheques) or select **Print later** (if printing cheques from QuickBooks).
4. Select the bills to pay in the left-hand column.

5. Enter the **Payment** amount for each bill (if paying less than the full balance).

6. Click **Save and print** to print cheques now, or **Save and close** to print cheques later.

**Step 3: Print Bill Payment Cheque**

The first time you print cheques from QuickBooks, you will be prompted to set the alignment for your printed cheques to ensure the fields in QuickBooks line up with the fields on your cheque stock. You can always go through these steps again if you need to by clicking Print Setup at the bottom of the **Print Cheques** page.
To Print Cheques:

1. Click the New menu and choose Print Cheques.

2. Follow the steps to set the alignment of your printed checks. When complete, click Yes, I’m finished with setup.

3. Select the Cheques to print.

4. Enter the Starting cheque number.
5. Click **Preview and Print**.

6. Click **Print**.

7. Select your printer, and click **Print**.

8. Click **Close** in the **Print Preview** window.

9. Click the appropriate option in the next window, and click **Done**.

Did your cheques print OK?
- Yes, they all printed correctly
- Some cheques need reprinting, starting with cheque: 1200
- No, keep all cheques in the Print Cheques list

Don’t forget to sign your cheques!

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After paying bills your **A/P Aging Report** will reflect the payments made and lower your **Accounts Payable** balance.

<table>
<thead>
<tr>
<th></th>
<th>1 - 30</th>
<th>31 - 60</th>
<th>61 - 90</th>
<th>91 AND OVER</th>
<th>TOTAL</th>
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<tbody>
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<td>6,380.77</td>
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