



QuickBooks Online Student Guide

# Chapter 4

# Suppliers and Expenses Part I



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Keeping track of all of your small business expenses is a critical part of your bookkeeping in QuickBooks. QuickBooks lets you track all different types of expense transactions including bills, checks, debit card credit cards and more. This chapter will help you discover how to track your expenses effectively in QuickBooks.

## Lesson Objectives

In this chapter, you'll learn:

- How to set up suppliers
- 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 **Supplier List** to store information about the people and companies that you do business with. Adding supplier details helps you track important contact information about each supplier. It also lets you create reports about the expenses incurred with that supplier.



**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**.

### Supplier Information ✕

<b>Title</b>	<b>First name</b>	<b>Middle name</b>	<b>Last name</b>	<b>Suffix</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Separate multiple emails with commas"/>
<b>Company</b>					<b>Phone</b>
<input type="text"/>					<input type="text"/>
<b>* Display name as</b>					<b>Mobile</b>
<input type="text"/>					<input type="text"/>
<b>Print on cheque as</b> <input checked="" type="checkbox"/> Use display name					<b>Fax</b>
<input type="text"/>					<input type="text"/>
<b>Address map</b>					<b>Other</b>
<input type="text" value="Street"/>					<input type="text"/>
<input type="text" value="City/Town"/>		<input type="text" value="State/Province"/>			<b>Website</b>
<input type="text" value="Postal code"/>		<input type="text" value="Country"/>			<input type="text"/>
<b>Notes</b>					<b>Billing rate (/hr)</b>
<input type="text"/>					<input type="text"/>
<b>Attachments</b> <small>Maximum size: 20MB</small>					<b>Terms</b>
<input type="text"/>					<input type="text" value="Enter Text"/>
<b>Cancel</b>					<b>Opening balance</b>
<input type="text"/>					<input type="text"/>
<b>Privacy</b>					<b>as of</b>
<input type="text"/>					<input type="text" value="01/01/2020"/>
<b>Save</b>					<b>Account no.</b>
<input type="text"/>					<input type="text" value="Appears in the memo of all payments"/>
<input type="text"/>					<b>Business ID No.</b>
<input type="text"/>					<input type="text"/>
<input type="text"/>					<b>I pay this supplier with</b>
<input type="text"/>					<input type="text"/>

#### 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.

 To learn how to add a supplier watch this video: [https://youtu.be/kyZ\\_RallHSo](https://youtu.be/kyZ_RallHSo)

## 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**.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense 	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card <b>NEW</b>
Delayed credit	Credit card credit		
Delayed Charge	Print cheques		

[Show less](#)

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.

**Expense**
Take a tour Help

Payee:

Payment account:  Balance \$21,524.97

AMOUNT

**\$1,130.00**

Payment date:

Payment method:

Ref no.:

Amounts are

**▼ Category details**

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Subcontracted Service	outsourced snow removal	1,000.00	HST ON	<input checked="" type="checkbox"/>		Enter Text	Enter Text
2								

**► Item details**

Memo:

Subtotal 1,000.00

HST (ON) @ 13% on 1,000.00 130.00

**Total 1,130.00**

Cancel 
Print 
Save

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.

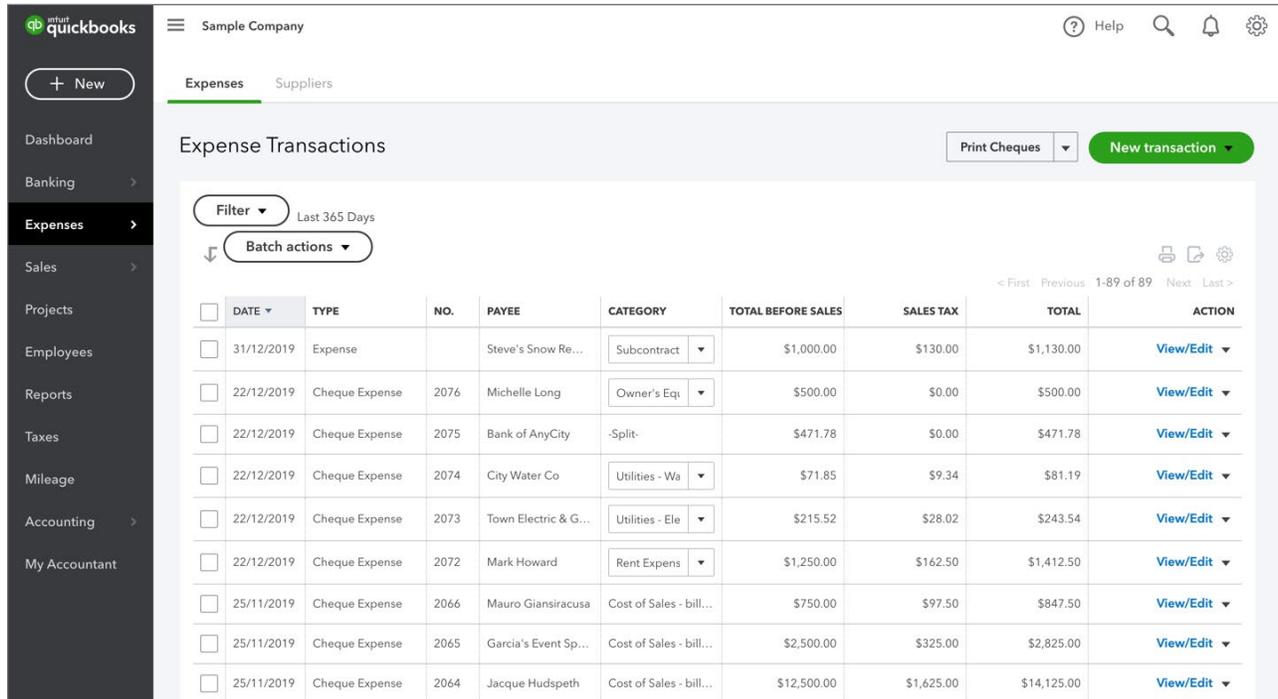
**Out of scope of Tax** is typically used when Items are not subject to sales tax.

Amounts are	Exclusive of Tax ▼
	Exclusive of Tax Inclusive of Tax Out of scope of Tax
ABLE	CUSTC



To learn how to record expense transactions watch this video: <https://youtu.be/cv1FQDXPZlw>

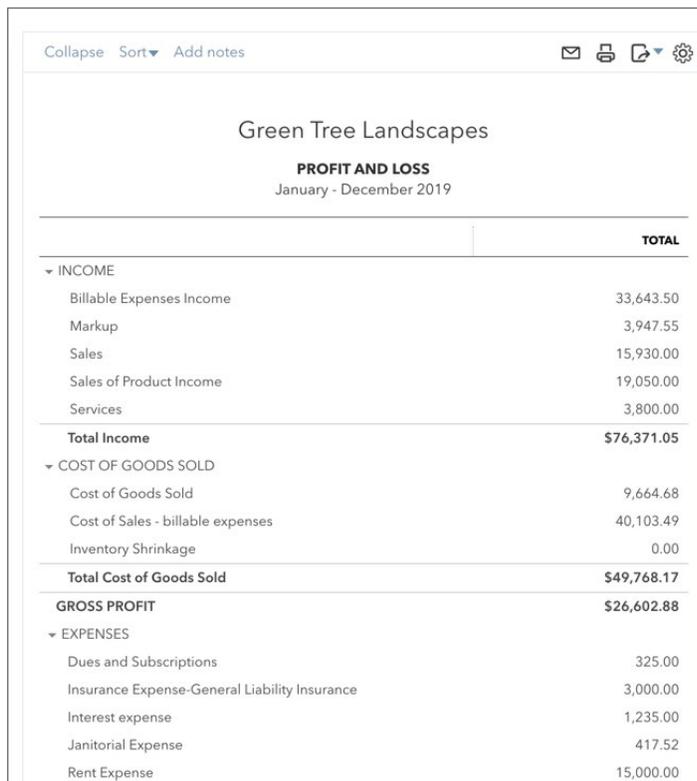
You can view your expense transactions when you click **Expenses** from the navigation bar and then click the **Expenses** tab.



The screenshot shows the QuickBooks interface for 'Sample Company'. The 'Expenses' tab is selected, displaying a list of 'Expense Transactions'. The table includes columns for DATE, TYPE, NO., PAYEE, CATEGORY, TOTAL BEFORE SALES, SALES TAX, TOTAL, and ACTION. The transactions are filtered for the last 365 days.

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL BEFORE SALES	SALES TAX	TOTAL	ACTION
31/12/2019	Expense		Steve's Snow Re...	Subcontract	\$1,000.00	\$130.00	\$1,130.00	View/Edit
22/12/2019	Cheque Expense	2076	Michelle Long	Owner's Eqi	\$500.00	\$0.00	\$500.00	View/Edit
22/12/2019	Cheque Expense	2075	Bank of AnyCity	-Split-	\$471.78	\$0.00	\$471.78	View/Edit
22/12/2019	Cheque Expense	2074	City Water Co	Utilities - Wa	\$71.85	\$9.34	\$81.19	View/Edit
22/12/2019	Cheque Expense	2073	Town Electric & G...	Utilities - Ele	\$215.52	\$28.02	\$243.54	View/Edit
22/12/2019	Cheque Expense	2072	Mark Howard	Rent Expens	\$1,250.00	\$162.50	\$1,412.50	View/Edit
25/11/2019	Cheque Expense	2066	Mauro Giansiracusa	Cost of Sales - bill...	\$750.00	\$97.50	\$847.50	View/Edit
25/11/2019	Cheque Expense	2065	Garcia's Event Sp...	Cost of Sales - bill...	\$2,500.00	\$325.00	\$2,825.00	View/Edit
25/11/2019	Cheque Expense	2064	Jacque Hudspeth	Cost of Sales - bill...	\$12,500.00	\$1,625.00	\$14,125.00	View/Edit

These transactions are also recorded to the Profit and Loss Statement.



The screenshot shows the Profit and Loss Statement for 'Green Tree Landscapes' for the period January - December 2019. The statement is presented in a table format with a 'TOTAL' column on the right.

	TOTAL
<b>INCOME</b>	
Billable Expenses Income	33,643.50
Markup	3,947.55
Sales	15,930.00
Sales of Product Income	19,050.00
Services	3,800.00
<b>Total Income</b>	<b>\$76,371.05</b>
<b>COST OF GOODS SOLD</b>	
Cost of Goods Sold	9,664.68
Cost of Sales - billable expenses	40,103.49
Inventory Shrinkage	0.00
<b>Total Cost of Goods Sold</b>	<b>\$49,768.17</b>
<b>GROSS PROFIT</b>	<b>\$26,602.88</b>
<b>EXPENSES</b>	
Dues and Subscriptions	325.00
Insurance Expense-General Liability Insurance	3,000.00
Interest expense	1,235.00
Janitorial Expense	417.52
Rent Expense	15,000.00

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					
DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
21/03/2019	Invoice	Ecker Designs	Holiday party - gold level	Sales	\$2,000.00
08/04/2019	Invoice	Oxon Insurance Agency:Oxon - ...	Holiday party - platinum level	Sales	\$3,000.00
18/05/2019	Invoice	Benjamin Yeung	Employee training off site	Sales	\$1,500.00
23/06/2019	Invoice	Lew Plumbing	Employee training off site	Sales	\$750.00
23/06/2019	Invoice	Oxon Insurance Agency:Oxon - ...	Retreat - platinum level	Sales	\$5,000.00
21/08/2019	Invoice	Cathy's Consulting Company	Retreat - gold level	Sales	\$2,000.00
05/10/2019	Invoice	Hazel Robinson	Employee training off site	Sales	\$1,500.00
15/12/2019	Invoice	Ingrid Penelope Freeley		Sales	\$180.00
<b>TOTAL</b>					<b>\$15,930.00</b>

### Cheque Transactions

The cheque transaction in QuickBooks is unique. It is rarely used in your day-to-day bookkeeping. You'll use the check transaction when paying for expenses where no bill is attached. When a bill is attached you will use the enter bill and pay bills workflow.

To enter a **Cheque**:

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

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card <b>NEW</b>
Delayed credit	Credit card credit		
Delayed Charge	Print cheques		

[Show less](#)

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.
8. Click **Save and close**.

**Cheque no.**To print
 Help

Payee:  Bank Account:  Balance \$20,394.97

Mailing address:  Payment date:

AMOUNT

# \$5,750.57

Cheque no.

Print later

Amounts are

▼ **Category details**

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Equipment rental	rental of hall for staging for parking lot snow work	2,589.00	HST ON				
2								

▼ **Item details**

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	SALES AMT	CUSTOMER	CLASS
1	General services:Venue Rental	Venue Rental	1	2,500	2,500.00	HST ON					

To learn how to create cheques watch this video: <https://youtu.be/BdGSEv2toIY>

## 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.

- Select the option to **'Warn if duplicate bill number is used.'**
- Click **Save**.

**Account and Settings**
Help ✕

Company	Automatically invoice unbilled activity	Off
Sales	Automatically apply bill payments	On
Expenses	<b>Projects</b> Organize all job-related activity in one place	On <span style="float: right; font-size: 0.8em;">✎</span>
Advanced	<b>Time tracking</b> Add Service field to timesheets	Off <span style="float: right; font-size: 0.8em;">✎</span>
	Make Single-Time Activity Billable to Customer	On
	<b>Language</b> Language	English <span style="float: right; font-size: 0.8em;">✎</span>
	<b>Currency</b> Home Currency	Canadian Dollar
	Multicurrency	On <a href="#">Manage Currencies</a>
	<b>Other preferences</b>	
	Date format	dd/MM/yyyy <span style="font-size: 0.8em;">▼</span>
	Number format	123,456.00 <span style="font-size: 0.8em;">▼</span>
	<input checked="" type="checkbox"/> Warn if duplicate cheque number is used	On
	<input checked="" type="checkbox"/> Warn if duplicate bill number is used	On
	<input type="checkbox"/> Warn if duplicate journal number is used	Off
	Sign me out if inactive for	3 hours <span style="font-size: 0.8em;">▼</span>
	<span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Cancel</span> <span style="background-color: #28a745; color: white; padding: 2px 10px;">Save</span>	

Done

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

- Click the **New** menu and click **Bill**.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill <span style="font-size: 2em; color: green;">←</span>		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card <span style="background-color: #e91e63; color: white; font-size: 0.8em; padding: 2px;">NEW</span>
Delayed credit	Credit card credit		
Delayed Charge	Print cheques		

Show less

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.

**Bill no.2888**
? Help X

**Supplier**

Steve's Snow Removal

BALANCE DUE

## \$4,461.24

Mailing address

Steve's Snow Removal  
488 Bulyea Rd.  
Edmonton AB.

Terms

Due on receipt

Bill date

31/12/2019

Due date

31/12/2019

Bill no.

2888

Amounts are Exclusive of Tax

**▼ Category details**

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX	BILLABLE	MARKUP %	CUSTOMER	CLASS
1	Subcontracted Services	snow removal	3,948.00	HST ON				
2								

Add lines
Clear all lines

**► Item details**

Memo

Subtotal **3,948.00**

HST (ON) @ 13% on 3,948.00 **513.24**

Cancel Clear

Make recurring

Save
Save and close



**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.

**Bill no.**

2888



To learn how to enter bills watch this video: <https://youtu.be/0aoJfcjEWHI>

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

Green Tree Landscapes						
A/P AGING SUMMARY						
As of February 28, 2017						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon					35.97	\$35.97
Canada Small Engine Repair		904.00	169.50			\$1,073.50
City of Toronto			96.05		169.50	\$265.55

#### A/P Aging Summary

Green Tree Landscapes						
A/P AGING SUMMARY						
As of March 1, 2017						
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon					35.97	\$35.97
Canada Small Engine Repair	739.00	904.00	169.50			\$1,812.50
City of Toronto			96.05		169.50	\$265.55

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**.

DATE	TRANSACTION TYPE	#	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Green Tree Landscapes						
<b>UNPAID BILLS</b> All Dates						
▼ Jennifer Hargreaves 316-1116						
24/10/2019	Bill		30/10/2019	63	226.00	226.00
<b>Total for Jennifer Hargreaves</b>					<b>\$226.00</b>	<b>\$226.00</b>
▼ Kristina Gibson 809-7777						
16/10/2019	Bill		30/10/2019	63	508.51	508.51
<b>Total for Kristina Gibson</b>					<b>\$508.51</b>	<b>\$508.51</b>
▼ Steve's Snow Removal						
31/12/2019	Bill	2888	31/12/2019	1	4,461.24	4,461.24
<b>Total for Steve's Snow Removal</b>					<b>\$4,461.24</b>	<b>\$4,461.24</b>
<b>TOTAL</b>					<b>\$5,195.75</b>	<b>\$5,195.75</b>

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**.

CUSTOMERS	SUPPLIERS	EMPLOYEES	OTHER
Invoice	Expense	Single time activity	Bank deposit
Receive payment	Cheque	Weekly timesheet	Transfer
Estimate	Bill		Journal entry
Credit memo	Pay bills		Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Supplier credit		Pay down credit card <b>NEW</b>
Delayed credit	Credit card credit		
Delayed Charge	Print cheques		

[Show less](#)

- Choose the appropriate **Payment** account. This will usually be a bank account from where you'll pay the bill.
- (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).



**NOTE** If you are paying online by EFT, ACH, or other payment method, enter that in the cheque no. field.

**Pay Bills**
?
✕

Payment account

Chequing ▼

Balance \$14,644.40

Payment date

01/01/2020

Starting cheque no.

To print ▶

Print later

TOTAL PAYMENT AMOUNT

**\$0.00**

Currency

CAD Canadian Dollar ▼

Filter ▶ Last 365 Days

3 open bills, 3 overdue ❗ ⚙️

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE <span style="font-size: 0.8em;">▲</span>	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Jennifer Hargreaves		30/10/2019 <span style="color: red;">❗</span>	\$226.00	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Kristina Gibson		30/10/2019 <span style="color: red;">❗</span>	\$508.51	Not available	<input type="text"/>	\$0.00
<input type="checkbox"/>	Steve's Snow Removal	2888	31/12/2019 <span style="color: red;">❗</span>	\$4,461.24	Not available	<input type="text"/>	\$0.00
0 bills selected				\$0.00	\$0.00	\$0.00	\$0.00

Total payment (CAD) 0.00

< First Previous 1-3 of 3 Next Last >

Cancel
Save and print ▼

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.

To learn how to pay bills watch this video: <https://youtu.be/ceVesmyhgtA>

### 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.

### Print cheques setup

1 PRINT SAMPLE
2 SET UP PDF READER
3 ADJUST ALIGNMENT

**Select a cheque type and print a sample**

a Select the type of cheques you use:

Voucher     Standard




You can order cheques from Intuit.

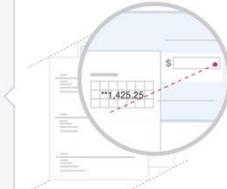
b Load blank paper in your printer.

c View preview and print sample

d Place the sample on top of a blank cheque page. Hold them both up to the light.

**Why do this?**

Print a sample on blank paper to see if text lines up correctly on preprinted cheques. If you need to make adjustments, you won't waste any of your actual cheques.



**Align numbers to amount box on cheque.**

**Tip!** Most QuickBooks users have the best experience printing from a Chrome browser.

Cancel
Are the fields lined up properly?
No, continue setup
Yes, I'm finished with setup

### 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**.

### Print Cheques

Chequing
Balance \$10,183.16    2 cheques selected \$10,211.81
Add cheque

Remove from list
Sort by Date / Order created
Show all cheques
Starting cheque no.

	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	31/12/2019	Cheque Expense	Garcia's Event Space	\$5,750.57
<input checked="" type="checkbox"/>	01/01/2020	Bill Payment (Cheque)	Steve's Snow Removal	\$4,461.24

Previous 1-2 Next

Cancel
Print setup
Preview and print

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:  ▾  
 No, keep all cheques in the Print Cheques list

Don't forget to sign your cheques!

---

**Done**

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

Sort ▾ Add notes Edit header							✉ 🖨️ ↶ ⚙️
Green Tree Landscapes							
A/P AGING SUMMARY							
As of March 31, 2017							
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL	
Canada Small Engine Repair			904.00	169.50		\$1,073.50	
City of Toronto				96.05		\$96.05	
Green Jeans Lawn Machines				773.71		\$773.71	
Hank's Courier					316.40	\$316.40	
Home Depot CDN		866.71		40.68		\$907.39	
Home Depot USD				19.81	130.93	\$150.74	
Insurance Experts					750.00	\$750.00	
Johnson Supply Company	6,497.50	67,585.53		6,380.77	9,499.56	\$89,963.36	