Chapter 8
Suppliers and Expenses
Part II
In this chapter, you’ll learn how QuickBooks handles additional expense related transactions. These transactions add to the transactions you learned about in Chapter 4.

Lesson Objectives

In this chapter, you’ll learn how to:

- Enter Credit Card transactions
- Credit card payments
- Supplier credits
- Voiding and Deleting supplier transactions
- Recurring transactions

Credit Card Transactions

It is recommended that you use the bank feed to enter credit card transactions in QuickBooks Online. If you choose, you can enter credit card transactions manually.

1. Click the Create menu.
2. Click Expenses.
3. Enter the Supplier you’re paying.
4. Choose the Credit Card account.

![Credit Card Transaction Entry](image-url)
You can view the credit card account and all the entries in the account by going to the Chart of Accounts. On the chart of accounts, you can filter by typing the account name in the Search feature at the top of the window. QuickBooks Online filters the chart of accounts and you’ll see the specific account.

Click **Account History**. QuickBooks displays the history of the account.

**Credit Card Payments**
Your business will be required to make regular payments on your business credit card. You can record this payment in several ways in QuickBooks.

**Transfer**
Use the bank transfer to record credit card payments. This is usually done after you make an online payment/transfer on your credit card. To make a payment using a transfer:

1. Click **Create**.
2. Click **Transfer**.
3. Enter the **Transfer Funds from account** (payment account).
4. Enter the **Transfer Funds to account** (credit card account).
5. Enter the **Amount** of the transfer (payment).

6. Enter a **Memo** if required.

Now you’ll see the payment in the Credit Card account history.
You can record credit card credits or refunds that you may receive in your day-to-day credit card activity. To record credit card credits:

1. Click **Create**.

2. Click **Credit Card Credit**.

3. Enter the credit card refund/credit information including the account and the amount of the refund. Choose the same account as was recorded on the original expense/purchase.

4. Click **Save**.
You’ll see the amount of the refund/credit in the Account.

**Supplier Credits**

At times your suppliers will issue you credits to apply against outstanding or future bills. There is a two-step process to supplier credits.

1. **Enter Supplier Credit**
2. **Apply Supplier Credit**

You will enter a bill and QuickBooks will reflect the credit in the supplier balance, however, you need to complete the process by going to the Pay Bills window to apply the credit against an outstanding bill.
Enter Supplier Credit

1. Click **Create**.

2. Click **Supplier Credit**.

3. Complete the **Supplier Credit** in the same way as you’d complete the **Enter Bill** window.

4. Click **Save**.

**NOTE** Ensure that you use the same account when creating the Supplier Credit to make sure that the credit is issued against the account used on the original transaction.
**Pay Bills**

To apply the supplier credit against outstanding bills, go to the **Pay Bills** window.

1. On the **Pay Bills** window, select the bills to be paid in the left-hand column. When you select the bills to be paid, QuickBooks will display any available credits in the Credits column.

![Pay Bills Window](image)

2. QuickBooks applies the credit and displays the amount in the **Credit Applied** column.

3. QuickBooks enters the difference to be paid in the **Payment** column.

4. Click Save to apply the credit and pay the bill(s).

**NOTE** If you wanted to just apply the credit against an outstanding bill you can do so without creating a payment against the bill.

**Working with Supplier Transactions**

The same options available on sales transactions are available on expense transactions including bills, expenses, and cheques. On any saved expense transaction, you’ll see the **More** menu.

Click **More** to display the following menu options:

- **Copy**—Copy the transaction when you click **Copy**.
- **Delete**—Delete the transaction when you click **Delete**.
- **Transaction Journal**—View the journal entry behind the transactions.
- **Audit History**—View the history of the transaction.
To view the “linked” transaction click the top-left corner. QuickBooks displays the linked transaction such as a purchase order.

To view a Bill Payment that is linked to a bill click the top-right linked labeled Payment.
Recurring Transactions

A Recurring Transaction template gives you a way to save transaction data without immediately creating a real transaction that affects your books. It is recurring because you can set it up to be repeated according to a frequency of your choice. You choose when to create a real transaction from a template.

Recurring transactions are useful if you have transactions that occur often. Recurring transaction templates save time and prevent data entry errors. You can even save a template that includes only partial transaction data. For example, you can save the data that is appropriate for each monthly phone bill, but leave the Amount blank.

You can enter the data just once and have it repeated either automatically or after you are reminded. Also, you can just store templates in Recurring Transactions for use as needed.

You can create a recurring template for just about every type of transaction, such as invoices or cheques.

The only types of transaction templates you can’t create are:

- Bill payments
- Customer payments
- Time activities

To create a recurring expense transaction, go to the expense window.

1. Create the expense as you normally would.

2. Click Make Recurring at the bottom of the transaction window.
3. Enter a **Template Name**.

4. Choose the **Type**. You can choose the following:

   - **Scheduled**—The entry will be entered according to a schedule.
   - **Reminder**—QuickBooks will remind you to make the entry.
   - **Unscheduled**—The entry will be on the Recurring Transactions list if you need it but will not remind you or automatically enter according to a schedule.

![NOTE] You can have QuickBooks enter the transaction in advance to the actual date. Enter the number of days in advance in the appropriate field.

5. Choose the interval (frequency) that the transaction will be entered.

6. Enter the **Start Date** and **End** dates (if required).

To view a list of all the Recurring Transactions in QuickBooks click the Gear icon and then click Recurring Transactions. QuickBooks displays the list. You can perform several actions from this page.
You can view the Reminder List when you click the Reminder List button.

QuickBooks displays a list of all the recurring transactions set to remind you. To use the transactions on the recurring transactions list, click the drop-down arrow next to any transaction. You can take the following actions:

- **Use**—This means that you’ll use the transaction immediately.
- **Duplicate**—Choose duplicate to create another entry.

- **Pause**—Click pause to pause the automation on the selected entry.
Click **Resume** to start the transaction again.

**Resume**

- **Skip Next Date**—Choose this option to skip the next date setup on the recurring entry.

**Skip Next Date**

Are you sure you want to skip the next occurrence on 05/01/2017 for this recurring transaction?

- **Delete**—Choose delete to remove the recurring transaction.

**Create New Recurring Transactions**

You can create new recurring transactions directly from the list.

1. Click **New**.
2. Select the type of transaction to create, and click **OK**.
3. Enter a **Template Name**.
4. Select a **Type**.
5. To create a recurring template with a schedule associated with it, select the interval for how often the transaction will be created. For example:

<table>
<thead>
<tr>
<th>To repeat...</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Every other week</td>
<td>Select <strong>Weekly</strong> and enter “every 2 weeks”</td>
</tr>
<tr>
<td>Twice a month</td>
<td>Create two scheduled Monthly transactions: one for the first transaction per month, and one for the second</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Select Monthly and enter “every 3 months”</td>
</tr>
<tr>
<td>Semiannually</td>
<td>Select Monthly and enter “every 6 months”</td>
</tr>
</tbody>
</table>

6. (Optional) To create a scheduled transaction in advance, enter the number of days in advance you want.

7. Click **Save template**.