



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.

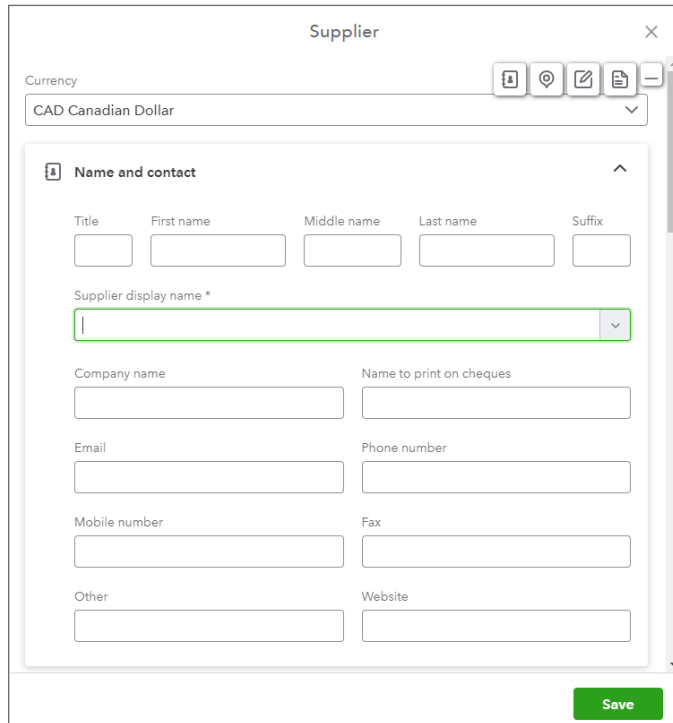
Set Up Supplier

1. Click **Expenses**.
2. Click **Suppliers**.
3. Click **New supplier**.

Name and Contact

Enter the contact information for the supplier including the name, company name and how you want the supplier name to display in the Supplier list. Add email to facilitate emailing supplier forms.

Add the supplier phone number and what **Name** to print on cheques. Click **Show more** to add additional contact information.



The image shows a 'Supplier' form window with a close button (X) in the top right corner. Below the title bar, there are icons for a person, a location pin, a document, a printer, and a minus sign. A 'Currency' dropdown menu is set to 'CAD Canadian Dollar'. The 'Name and contact' section is expanded, showing fields for Title, First name, Middle name, Last name, and Suffix. Below these is a 'Supplier display name *' dropdown menu. Further down are fields for Company name, Name to print on cheques, Email, Phone number, Mobile number, Fax, Other, and Website. A green 'Save' button is at the bottom right.

Supplier

Currency
CAD Canadian Dollar

Name and contact

Title First name Middle name Last name Suffix

Supplier display name *

Company name Name to print on cheques

Email Phone number

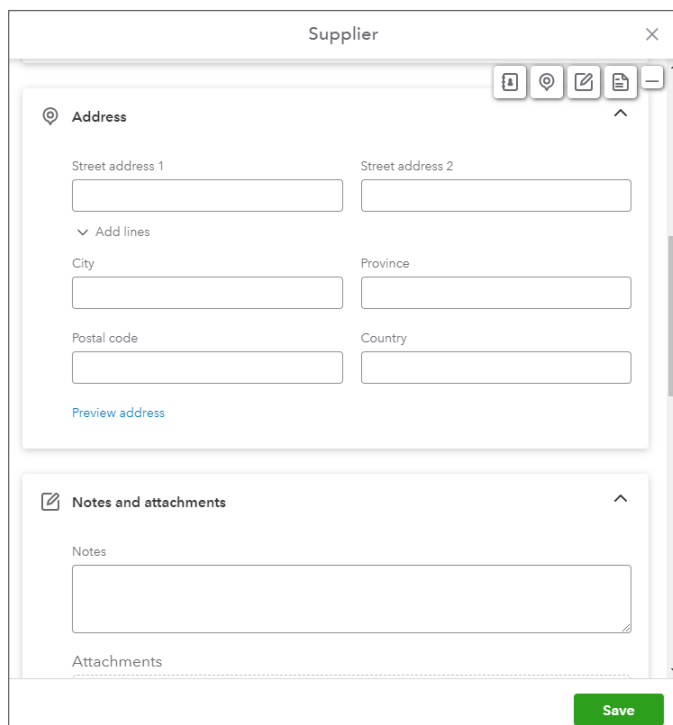
Mobile number Fax

Other Website

Save

Address

Add the supplier address information in this section.



The image shows the 'Supplier' form window with the 'Address' section expanded. It includes fields for Street address 1, Street address 2, City, Province, Postal code, and Country. There is a 'Preview address' link. Below the address section is the 'Notes and attachments' section, which has a 'Notes' text area and an 'Attachments' section. A green 'Save' button is at the bottom right.

Supplier

Address

Street address 1 Street address 2

City Province

Postal code Country

Preview address

Notes and attachments

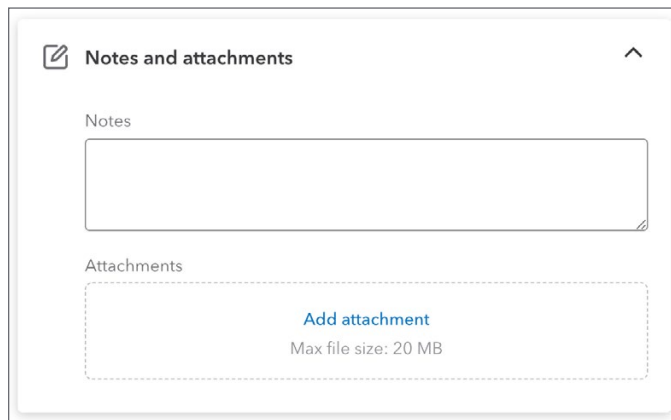
Notes

Attachments

Save

Notes and Attachments

Add any notes and attachments related to the Supplier.



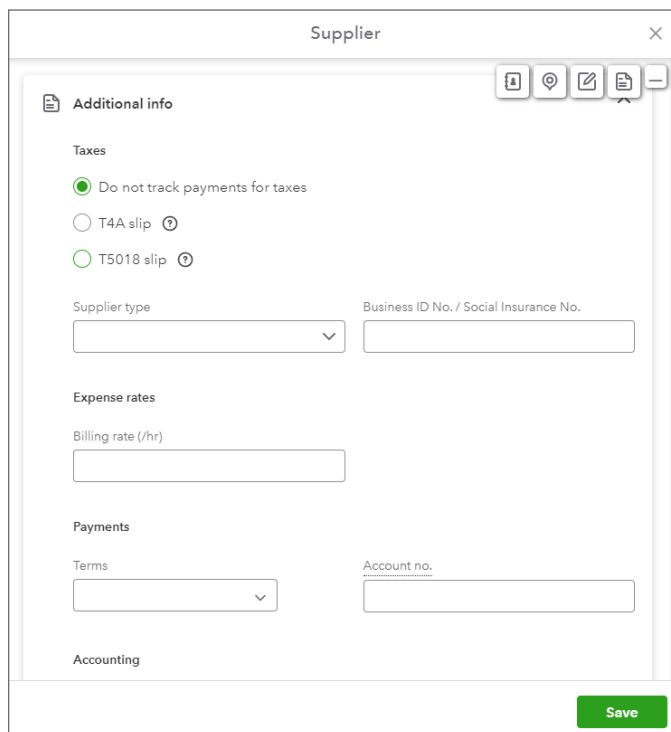
The form is titled "Notes and attachments" with a pencil icon and an upward arrow. It contains two sections: "Notes" with a large text area, and "Attachments" with a dashed border and a blue "Add attachment" button. Below the button, it says "Max file size: 20 MB".

Additional Info

Add other important information about your supplier here, including how they are categorized for taxes. If they receive a T4A or T5018, indicate it by selecting the appropriate option.

Add a **Supplier type** if required. This lets you segment your suppliers into meaningful segments in your business.

Under the **Payments** section you can add Terms and currency (optional if the supplier is transacting with you in a foreign currency).

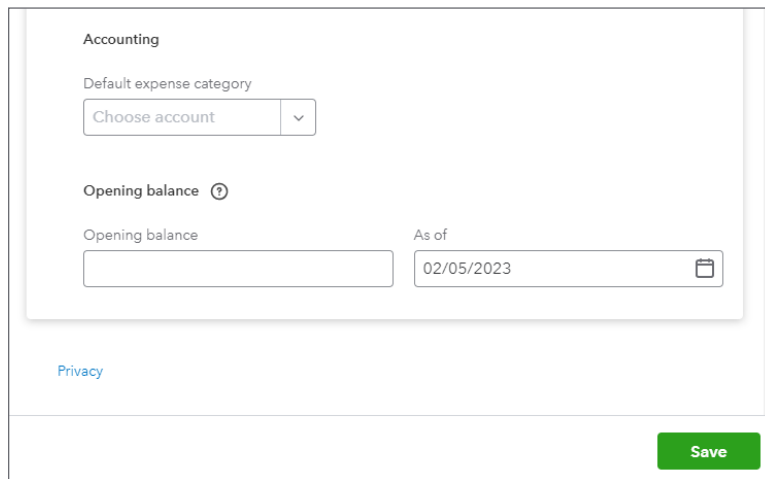


The form is titled "Supplier" with a close button (X). It contains several sections: "Additional info" with a toolbar (person, location, edit, print, and a minus sign), "Taxes" with three radio buttons ("Do not track payments for taxes" is selected), "Supplier type" with a dropdown menu, "Business ID No. / Social Insurance No." with a text field, "Expense rates" with a "Billing rate (/hr)" text field, "Payments" with a "Terms" dropdown menu and an "Account no." text field, and "Accounting" with a text field. A green "Save" button is at the bottom right.

Accounting

Choose a default expense account that will automatically display on all expense transactions.

NOTE: You can override the default account as needed on any transaction.



The screenshot shows the 'Accounting' settings form. It includes a 'Default expense category' dropdown menu with 'Choose account' selected. Below this is an 'Opening balance' section with a text input field and an 'As of' date field set to '02/05/2023'. A 'Privacy' link is visible at the bottom left, and a green 'Save' button is at the bottom right.

4. Click **Save**.

Supplier Notes:

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.

Supplier Type—If you're working with subcontractors QuickBooks lets you create the required year end forms. In this field, if you entered a social insurance number, choose *Individual*. If you entered a business ID, choose *Business*.

Track for T4A / T5018—If you're required to provide one these forms for subcontractors you employ, choose the appropriate form.



To learn how to add a supplier watch this video: 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 |
| 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 X

Payee: Office Depot Company Payment account: Visa Credit Card Balance \$2,077.60 AMOUNT: \$1,276.90

Payment date: 01/12/2021 Payment method: Direct Debit Ref no.:

Amounts are: Exclusive of Tax

▼ Category details

| # | CATEGORY | DESCRIPTION | AMOUNT (CAD) | SALES TAX |
|---|-----------------|-----------------|--------------|-----------|
| 1 | Office expenses | Office supplies | 1,130.00 | HST ON |
| 2 | | | | |

Add lines Clear all lines

► Item details

Memo:

Subtotal: 1,130.00
HST (ON) @ 13% on 1,130.00: 146.90
Total: 1,276.90

Cancel Clear Print Make recurring Save Save and new

- 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.
- Enter a **Description**. You would enter a description if you want to keep track of any details about this transaction.
- 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.
- Click **Save and close**.




NOTE There are two options for recording sales tax.

- Exclusive of sales tax
- 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.





 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.

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

Collapse Sort Add notes



Green Tree Landscapes

PROFIT AND LOSS

January - December 2019

| | TOTAL |
|---|-------------|
| ▼ INCOME | |
| 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 |
| Total Income | \$76,371.05 |
| ▼ COST OF GOODS SOLD | |
| Cost of Goods Sold | 9,664.68 |
| Cost of Sales - billable expenses | 40,103.49 |
| Inventory Shrinkage | 0.00 |
| Total Cost of Goods Sold | \$49,768.17 |
| GROSS PROFIT | \$26,602.88 |
| ▼ EXPENSES | |
| 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 |
| TOTAL | | | | | \$15,930.00 |

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 |
| Delayed credit | Credit card credit | | |
| Delayed charge | Print cheques | | |

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

Payee

Garcia's Event Space

Bank Account

Chequing

Balance

\$31,548.07

AMOUNT

\$8,473.87

Mailing address

Lisa Garcia
 Garcia's Event Space
 27 Norman Wesley Way
 Montreal QC H3J 7K5

Payment date

01/12/2021

Cheque no.

Amounts are

Exclusive of Tax

▼ Category details

| # | CATEGORY | DESCRIPTION | AMOUNT (CAD) | SALES TAX |
|---|------------------|-----------------------|--------------|-----------|
| 1 | Equipment rental | What did you pay for? | 4,999.00 | HST ON |
| 2 | | | | |

▼ Item details

| # | PRODUCT/SERVICE | DESCRIPTION | QTY | RATE (CAD) | AMOUNT (CAD) | SALES TAX |
|---|--------------------------------|--------------|-----|------------|--------------|-----------|
| 1 | General services: Venue Rental | Venue Rental | 1 | 2,500 | 2,500.00 | HST ON |

Cancel

Clear

Print or Preview

Make recurring

More

Save and close

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** menu 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.'
5. Click **Save**.

Account and Settings

Company

Sales

Expenses

Advanced

Automatically apply bill payments

On

Projects

Organize all job-related activity in one place

On

Time tracking

Add Service field to timesheets

Off

Make Single-Time Activity Billable to Customer

On

Language

Language

English

Currency

Home Currency

Canadian Dollar

Multicurrency

On

Manage Currencies

Other preferences

Date format

dd/MM/yyyy

Number format

123,456.00

Warn if duplicate cheque number is used

On

Warn me when I enter a bill number that's already been used for that supplier

On

Warn if duplicate journal number is used

Off

Sign me out if inactive for

3 hours

Cancel

Save

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

1. 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 | | Journal entry |
| Credit memo | Pay bills | | Statement |
| Sales receipt | Purchase order | | Inventory qty adjustment |
| Refund receipt | Supplier credit | | Pay down credit card |
| Delayed credit | Credit card credit | | |
| Delayed charge | Print cheques | | |

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.388389
⚙️ ? Help X

Supplier

BALANCE DUE
\$1,395.55

Mailing address

Terms

Bill date

Due date

Bill no.

Category details

| # | CATEGORY | DESCRIPTION | AMOUNT (CAD) | SALES TAX |
|---|------------------------|-------------|--------------|-----------|
| 1 | Subcontracted Services | | 1,235.00 | HST ON |
| 2 | | | | |

Item details

Subtotal 1,235.00
HST (ON) @ 13% on 1,235.00 160.55



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. Scroll down to the **What you owe** section.
3. Click **Unpaid Bills**.

Sort ▼ Add notes

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

| 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 |
| Delayed credit | Credit card credit | | |
| Delayed charge | Print cheques | | |
| Show less | | | |

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).



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

Pay Bills

? Help ×

Payment account

Chequing

Balance

\$23,074.20

Payment date

14/01/2022

Starting cheque no.

To print

☒ Print later

TOTAL PAYMENT AMOUNT

\$2,412.56

Currency

CAD Canadian Dollar

Filter

Last 365 Days

5 open bills, 2 overdue

| <input type="checkbox"/> | PAYEE | REF NO. | DUE DATE | OPEN BALANCE | CREDIT APPLIED | PAYMENT | TOTAL AMOUNT |
|-------------------------------------|-----------------------------|---------|------------|--------------|----------------|------------|--------------|
| <input checked="" type="checkbox"/> | Jennifer Hargreaves | | 12/07/2021 | \$226.00 | Not available | 226.00 | \$226.00 |
| <input checked="" type="checkbox"/> | Kristina Gibson | | 12/07/2021 | \$508.51 | Not available | 508.51 | \$508.51 |
| <input type="checkbox"/> | City Water Co | 398829 | 31/12/2021 | \$1,356.00 | Not available | | \$0.00 |
| <input checked="" type="checkbox"/> | Steve's Snow Removal | 388389 | 31/12/2021 | \$1,395.55 | Not available | 1,395.55 | \$1,395.55 |
| <input checked="" type="checkbox"/> | Town Electric & Gas Service | 3883 | 30/01/2022 | \$282.50 | Not available | 282.50 | \$282.50 |
| | | | | \$2,412.56 | \$0.00 | \$2,412.56 | \$2,412.56 |

4 bills selected

Total payment (CAD) 2,412.56

Current account balance

\$23,074.20

Total payment

-\$2,412.56

New account balance

\$20,661.64

< First Previous 1-5 of 5 Next Last >

Cancel

Save and print

- Select the bills to pay in the left-hand column.
- Enter the **Payment** amount for each bill (if paying less than the full balance).
- 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

2

3

PRINT SAMPLE

SET UP PDF READER

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

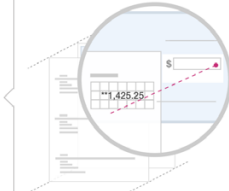
View preview and print sample

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 click **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 \$20,661.64

5 cheques selected \$10,886.43


Add cheque


Remove from list

Sort by Date / Order created

Show all cheques

Starting cheque no. 1000





| <input checked="" type="checkbox"/> | DATE | TYPE | PAYEE | AMOUNT |
|-------------------------------------|------------|-----------------------|-----------------------------|------------|
| <input checked="" type="checkbox"/> | 01/12/2021 | Cheque Expense | Garcia's Event Space | \$8,473.87 |
| <input checked="" type="checkbox"/> | 14/01/2022 | Bill Payment (Cheque) | Steve's Snow Removal | \$1,395.55 |
| <input checked="" type="checkbox"/> | 14/01/2022 | Bill Payment (Cheque) | Town Electric & Gas Service | \$282.50 |
| <input checked="" type="checkbox"/> | 14/01/2022 | Bill Payment (Cheque) | Jennifer Hargreaves | \$226.00 |
| <input checked="" type="checkbox"/> | 14/01/2022 | Bill Payment (Cheque) | Kristina Gibson | \$508.51 |

Previous

1-5

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.

Filters: Supplier X

Sort Add notes

Green Tree Landscapes

A/P Aging Summary
As of December 31, 2021

| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
|-----------------------------|-------------------|---------------|---------------|---------------|-----------------|-------------------|
| City Water Co | 1,356.00 | | | | | \$1,356.00 |
| Jennifer Hargreaves | | | | | 226.00 | \$226.00 |
| Kristina Gibson | | | | | 508.51 | \$508.51 |
| Steve's Snow Removal | 1,395.55 | | | | | \$1,395.55 |
| Town Electric & Gas Service | 282.50 | | | | | \$282.50 |
| TOTAL | \$3,034.05 | \$0.00 | \$0.00 | \$0.00 | \$734.51 | \$3,768.56 |