



QuickBooks Online Student Guide

Chapter 8

Suppliers and Expenses Part II



Table of Contents

Lesson Objectives	3
Credit Card Transactions	3
Supplier Credits	7
Recurring Transactions	10

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 **+New** menu.
2. Click **Expenses**.
3. Enter the **Supplier** you're paying.
4. From the **Payment Account** field, choose the credit card.

Expense Take a tour ⚙️ ? Help ✕

Payee: Jane Horton | Payment account: Visa Credit Card | Balance \$3,354.50 | **AMOUNT \$1,356.00**

Payment date: 13/09/2021 | Payment method: Credit Card | Ref no.:

Amounts are: Exclusive of Tax

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Professional Fees	Legal Fees	1,200.00	HST ON
2				

Buttons: Add lines, Clear all lines

▶ Item details

Memo:

Subtotal: 1,200.00
HST (ON) @ 13% on 1,200.00: 156.00
Total: 1,356.00

Buttons: Cancel, Clear, Print, Make recurring, Save, Save and close

You can view the credit card account and the corresponding transactions 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 displays the selected account.

<input type="checkbox"/>	Undeposited Funds	Current assets	Undeposited Funds		0.00		Account history ▼
<input type="checkbox"/>	Accounts Payable (A/P)	Accounts payable (A/P)	Accounts Payable (A/P)		1,363.95		Account history ▼
<input type="checkbox"/>	Mastercard	Credit Card	Credit Card		3,150.00		Account history ▼
<input type="checkbox"/>	XXXX5386 (5386)	Credit Card	Credit Card		2,300.00	-2,474.25	Account history ▼
<input type="checkbox"/>	GST/HST Payable	Other Current Liabilities	GST/HST Payable		1,927.72		Account history ▼
<input type="checkbox"/>	GST/HST Suspense	Other Current Liabilities	GST/HST Suspense		0.00		Account history ▼

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

[← Back to Chart of Accounts](#) ENDING BALANCE **\$3,150.00** [Reconcile](#)

Credit Card Account History Mastercard ▼

Go to: 1 of 1 < First Previous 1-1 of 1 Next Last >

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CLASS LOCATION	CHARGE	PAYMENT	✓	TAX
Add CC expense ▼								
03/01/2020		Chuck's Sod			\$3,150.00			GST
	Expense	Rent or lease payments						

Go to: 1 of 1 < First Previous 1-1 of 1 Next Last >

To learn how to record credit card transactions watch this video: <https://youtu.be/wp7UauKb9mc>

Pay Down Credit Card

Use this feature to record credit card payments.

1. Click the **New** menu.
2. Click **Pay down credit card**.

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](#)

3. Choose **Which credit card did you pay?**

Pay down credit card
? Help X

Record payments made to your balance
Which credit card did you pay?

Total paid
\$1,000.00

Payee (optional)

How much did you pay? Date of payment

What did you use to make this payment?

I made a payment with a cheque.

▶ Memo and attachments

Privacy

Cancel Clear
Save **Save and close** ▼

4. Enter the amount in **How much did you pay?**

5. Enter the **Date of payment**.

6. Choose the payment account in **What did you use to make this payment?**

7. Click **Save and close** to complete the payment.

Credit Card Credits

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 the **New** menu.
2. Click **Credit card credit**.

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](#)

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**.

Credit Card Credit
⚙️ ? Help ✕

Payee:

Bank/Credit account: Balance \$3,710.50

AMOUNT

\$113.00

Payment date: Ref no.:

Amounts are:

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Professional Fees		100.00	HST ON
2				

▶ Item details

Memo:

Subtotal 100.00

HST (ON) @ 13% on 100.00 13.00

Total 113.00

Make recurring

You'll see the amount of the refund/credit in the Account.

[← Back to Chart of Accounts](#)

ENDING BALANCE

\$2,940.00

Credit Card Account History

Go to: 1 of 1 <First Previous 1-2 of 2 Next Last >

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	CLASS LOCATION	CHARGE	PAYMENT	TAX
03/01/2020		Bobcat Unlimited				\$210.00	GST
	CC-Credit	Freight and Delivery					
03/01/2020		Chuck's Sod			\$3,150.00		GST
	Expense	Rent or lease payments					

Go to: 1 of 1 <First Previous 1-2 of 2 Next Last >

▶ Supplier Credits

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

Enter Supplier Credit → *Apply Supplier Credit*

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 the **New** menu.
2. Click **Supplier credit**.

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](#)

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

4. Click **Save**.

Supplier Credit no.48874-Credit ? Help X

Supplier: City Water Co CREDIT AMOUNT
\$113.00

Mailing address: City Water Co, City Water Co Payment date: 17/09/2021 Ref no.: 48874-Credit

Amounts are: Exclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Utilities - Water	Credit for bill error	100.00	HST ON
2				

Subtotal: 100.00
HST (ON) @ 13% on 100.00: 13.00

Cancel Clear Make recurring **Save and close**



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
Help X

Payment account: Chequing Balance \$28,421.64

Currency: CAD Canadian Dollar

Filter > Last 365 Days

Payment date: 15/10/2021

Starting cheque no.: 2077 Print later

TOTAL PAYMENT AMOUNT

\$1,130.00

3 open bills

	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Jane Horton	499398	16/11/2021	\$1,130.00	Not available	1,130.00	\$1,130.00
<input type="checkbox"/>	Organization of Outstandin...	1299	16/11/2021	\$446.92	Not available		\$0.00
<input type="checkbox"/>	City Water Co	398829	31/12/2021	\$1,356.00			\$0.00
				\$1,130.00	\$0.00	\$1,130.00	\$1,130.00

1 bill selected

Total payment (CAD) 1,130.00

< First Previous 1-3 of 3 Next Last >

Current account balance \$28,421.64

Total payment -\$1,130.00

New account balance \$27,291.64

Cancel
Save and close

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.

To learn how to create and apply a supplier credit watch this video: <https://youtu.be/Q4Rpl0vpHLs>

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.

Supplier: Deere Snow Removal

1 linked transaction

Supplier: Deere Snow Removal

Terms: [dropdown] Bill date: 31/12/2019 Due date: 31/12/2019

Bill no.: [input] Location: [dropdown]

RAIANCE DUE **\$2,875.00**

Make payment

1 payment made on 02/01/2020

Amounts are: Exclusive of Tax

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	CUSTOMER
1	Subcontractors	Snow removal at locations in city	7,500.00	GST		
2						

Add lines Clear all lines

Cancel Make recurring More Save Save and close

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

Date	Amount applied	Payment no.
02/01/2020	\$5,000.00	5

Make payment

1 payment made on 02/01/2020

▶ Recurring Transactions

In QuickBooks Online, you can create templates for recurring transactions, like recurring expenses. You can do this for any transaction except bill payments, customer payments, and time activities.

For example, if you have a recurring direct withdrawal for a monthly rent payment you can set up a **Scheduled Recurring Transaction** to automatically enter in QuickBooks. This saves you time for frequently entered transactions.

In this article, we'll show you how to set up and make the most of recurring templates.

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

1. Create the expense as usual.

2. Click **Make Recurring** at the bottom of the transaction window.

Expense Take a tour Help

Payee: Brookshire Properties | Payment account: Mastercard | Balance \$2,940.00 | **AMOUNT \$5,250.00**

Payment date: 31/12/2019 | Payment method: What did you pay with? | Ref no. | Location

Amounts are: Exclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	SALES TAX	BILLABLE	CUSTOMER
1	Rent or lease payment:	Monthly rent payment	5,000.00	GST	<input checked="" type="checkbox"/>	Enter Text
2						

Item details

Buttons: Cancel, Clear, Print, **Make recurring**, Save, Save and close

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.

Expense Take a tour Help X

Recurring Expense

Template name: Monthly Rent Paymer | Type: Scheduled | Create: days in advance

Payee: Garcia's Event Space | Account: Chequing

Interval: Monthly on day 1st of every 1 month(s) | Start date: 01/03/2021 | End: None

Payment method: Direct Debit

Amounts are: Exclusive of Tax

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Rent Expense	What did you pay for?	3,897.66	HST ON
2				

Add lines | Clear all lines

Cancel | Clear | Save template

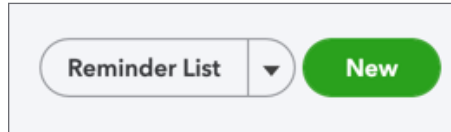
5. Choose the interval (frequency) that the transaction will be entered.

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.

YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings	All lists	Order cheques	Feedback
Manage users	Products and services	Import data	Privacy
Custom form styles	Recurring transactions	Import desktop data	
Chart of accounts	Attachments	Export data	
QuickBooks labs	Currencies	Reconcile	
		Budgeting	
		Audit log	
		SmartLook	

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.

Expense Take a tour Help

Recurring Expense

Template name: Monthly Rent Paymer | Type: Scheduled | Create: days in advance

Payee: Brookshire Properties | Account: Chequing

Interval: Monthly on day 1st of every 1 month(s) | Start date: 01/02/2020 | End: None

This is a copy
This is a copy of an expense. Revise as needed and save the expense.

Payment method: Direct Payment | Location:

Amounts are: Exclusive of Tax

▼ Category details

- **Pause**—Click pause to pause the automation on the selected entry.

Pause Recurring Transaction

Are you sure you want to pause this recurring transaction?

Click **Resume** to start the transaction again.

Resume Recurring Transaction

Are you sure you want to resume this recurring transaction?

- **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 10/10/2020 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**.

Select Transaction Type ✕

Select the type of template to create

Transaction Type

2. Select the type of transaction to create, and click **OK**.
3. Enter a **Template Name**.
4. Select a **Type**.

Bill ? Help ✕

Recurring Bill

Template name Type Create days in advance

Supplier

Interval

on of every month(s)

Start date End

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:

To repeat...	
Every other week	Select Weekly and enter "every 2 weeks"
Twice a month	Create two scheduled Monthly transactions: one for the first transaction per month, and one for the second
Quarterly	Select Monthly and enter "every 3 months"
Semiannually	Select Monthly and enter "every 6 months"

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

 To learn how to create a recurring transaction watch this video: <https://youtu.be/zk6122yE6iE>