



QUICKBOOKS ONLINE STUDENT GUIDE

Lesson 4

Suppliers and expenses part 1

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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 lesson, 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 **Supplier list**.

Set up supplier

1. Click **Expenses**.
2. Click **Suppliers**.

The screenshot shows the Intuit QuickBooks interface for a company named "Sample Company". The user is viewing the "Expenses" section, specifically the "Suppliers" tab. The interface includes a sidebar with navigation options like "New", "BOOKMARKS", "MENU", "Dashboards", "Transactions", "Sales", "Expenses", "Customers & leads", "Reports", "Payroll", "Projects", "Budgets", "Sales tax", "My accountant", and "Apps".

At the top of the Suppliers page, there are four summary cards:

- Unbilled Last 365 Days:** \$113.71 (1 PURCHASE ORDER)
- Unpaid Last 365 Days:** \$734.51 (2 OVERDUE)
- Open Bills:** \$734.51 (2 OPEN BILLS)
- Paid:** \$2,709.01 (5 PAID LAST 30 DAYS)

Below the summary cards is a search bar and a table of suppliers:

| SUPPLIER ↑ | COMPANY NAME ↕ | PHONE | EMAIL | CURRENCY | OPEN BALANCE ↕ | ACTION |
|--------------------------|-------------------|-------------------|----------|----------|----------------|---------------------------------|
| <input type="checkbox"/> | Andrew Haberbosch | Andrew Haberbosch | 902-9020 | CAD | \$0.00 | Create bill ↓ |
| <input type="checkbox"/> | Bank of AnyCity | Bank of AnyCity | | CAD | \$0.00 | Create bill ↓ |
| <input type="checkbox"/> | Brijesh Jain | Brijesh Power | 204-2040 | CAD | \$0.00 | Create bill ↓ |
| <input type="checkbox"/> | Brittney Hughes | Brittney Ringme | 112-2121 | CAD | \$0.00 | Create bill ↓ |
| <input type="checkbox"/> | Burc Gunes | Burc Heating & AC | 555-3060 | CAD | \$0.00 | Create bill ↓ |

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.

Supplier

Currency
CAD Canadian Dollar

Name and contact

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Title | First name | Middle name | Last name | Suffix |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Supplier display name *

| | |
|----------------------|--------------------------|
| Company name | Name to print on cheques |
| <input type="text"/> | <input type="text"/> |
| Email | Phone number |
| <input type="text"/> | <input type="text"/> |
| Mobile number | Fax |
| <input type="text"/> | <input type="text"/> |
| Other | Website |
| <input type="text"/> | <input type="text"/> |

Save

Address

Add the supplier address information in this section.

The screenshot shows a 'Supplier' form window. The 'Address' section is expanded and contains the following fields:

- Street address 1
- Street address 2
- City
- Province
- Postal code
- Country

Below the fields is a 'Preview address' link. The 'Notes and attachments' section is partially visible below the address fields. A green 'Save' button is located at the bottom right of the form.

Notes and attachments

Add any notes and attachments related to the Supplier.

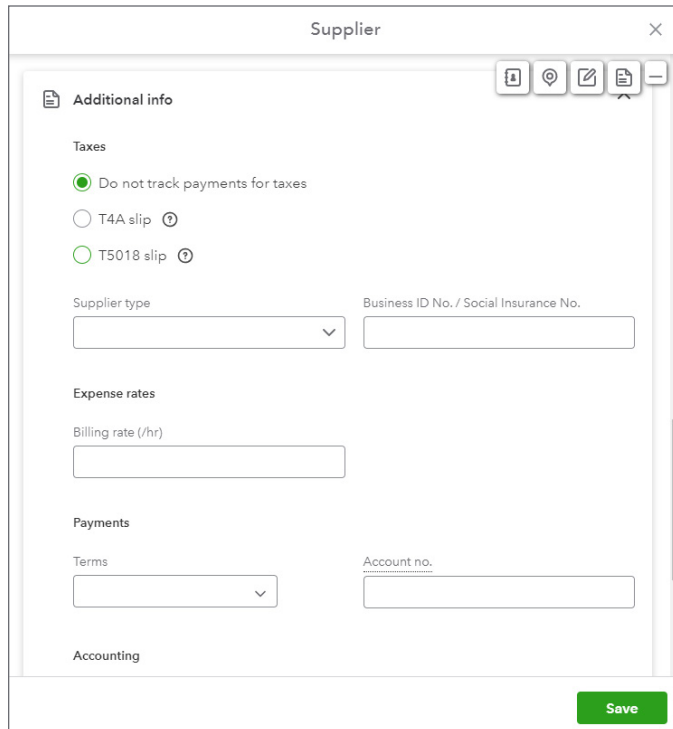
The screenshot shows the 'Notes and attachments' section of the form. It includes a large text area for 'Notes' and a dashed box for 'Attachments'. Inside the dashed box, there is a blue link that says 'Add attachment' and the text 'Max file size: 20 MB' below it.

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 screenshot shows a 'Supplier' form with the following sections:

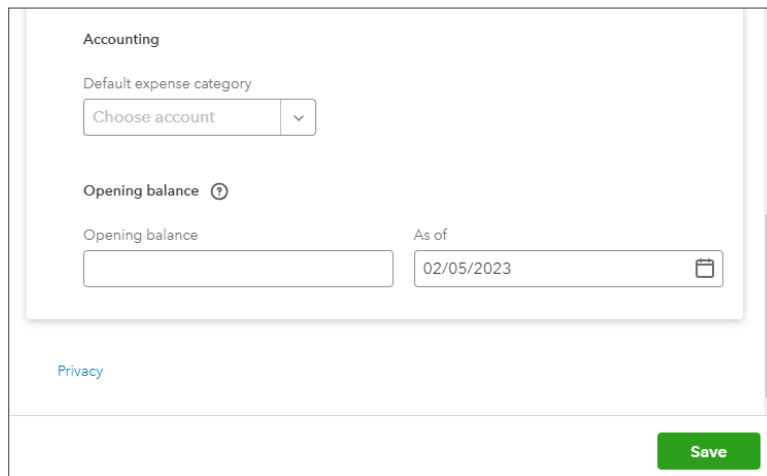
- Additional info**: Includes a 'Taxes' section with radio buttons for 'Do not track payments for taxes' (selected), 'T4A slip', and 'T5018 slip'. Below this are fields for 'Supplier type' (a dropdown menu) and 'Business ID No. / Social Insurance No.' (a text input).
- Expense rates**: Includes a 'Billing rate (/hr)' text input field.
- Payments**: Includes a 'Terms' dropdown menu and an 'Account no.' text input field.
- Accounting**: This section is partially visible at the bottom of the form.

A green 'Save' button is located at the bottom right of the form.

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' section of the form with the following fields:

- Default expense category**: A dropdown menu with the text 'Choose account'.
- Opening balance**: A section with a text input for 'Opening balance' and a date input for 'As of' (set to 02/05/2023).

A green 'Save' button is located at the bottom right of the form.

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_RalIHS0

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.

Recording expenses in QuickBooks Online

QuickBooks Online offers several ways to record expenses, depending on your business needs and the details you want to track.

What are expenses?

Every business has expenses like office supplies, rent, and utilities—costs necessary to keep things running. In QuickBooks, these are tracked in **Expense accounts**.

In QuickBooks, an expense refers to a transaction paid at the time of purchase, without receiving a bill from a supplier. Examples include purchases made with debit or credit cards, Interac transactions, and cheques.

To record these transactions in QuickBooks you'll use the **Expense** transaction type.

Bills and accounts payable

Sometimes, expenses are incurred but paid later—this is known as **Accounts payable**. In QuickBooks Online, you record these expenses using the **Bill form** and pay them through the **Pay bills** window. This process allows you to track what you owe suppliers anytime using the **Accounts payable (A/P) aging** and **Summary** reports.

Why track accounts payable?

Tracking accounts payable offers three key benefits:

1. Easily monitor outstanding supplier balances with A/P reports.
2. Avoid duplicate entries for the same vendor.
3. Ensure expenses are recorded in the correct accounting period.

For example, if you receive a bill in one month but don't pay it until the next, entering it as a bill ensures the expense is recorded when it was incurred—not when it's paid. This keeps your financial reports accurate.

To manage accounts payable, follow a simple 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 ✕

Payee:

Payment account: ⓘ

Balance \$2,077.60

AMOUNT

\$1,276.90

Payment date:

Payment method:

Ref no.:

Amounts are

▼ Category details

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

▶ Item details

Memo:

Subtotal **1,130.00**

HST (ON) @ 13% on 1,130.00 **146.90**

Total 1,276.90

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.


- 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.

The image shows a software interface with a dropdown menu. The text 'Amounts are' is followed by a dropdown box containing 'Exclusive of Tax'. Below this, a list of options is shown: 'Exclusive of Tax' (highlighted in green), 'Inclusive of Tax', and 'Out of scope of Tax'. To the left of the dropdown, the text 'ABLE' and 'CUSTC' is visible.

 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 TAX | SALES TAX | TOTAL | APPROVAL |
|--------------------------|------------|----------------|------|-----------------------------|-----------------------------------|------------------------|-----------|------------|----------|
| <input type="checkbox"/> | 06/12/2024 | Cheque Expense | 2076 | Michelle Long | Owner's Equity - Dr | \$500.00 | \$0.00 | \$500.00 | |
| <input type="checkbox"/> | 06/12/2024 | Cheque Expense | 2075 | Bank of AnyCity | --Split-- | \$471.78 | \$0.00 | \$471.78 | |
| <input type="checkbox"/> | 06/12/2024 | Cheque Expense | 2074 | City Water Co | Utilities - Water | \$71.85 | \$9.34 | \$81.19 | |
| <input type="checkbox"/> | 06/12/2024 | Cheque Expense | 2073 | Town Electric & Gas Service | Utilities - Electric & Gas | \$215.52 | \$28.02 | \$243.54 | |
| <input type="checkbox"/> | 06/12/2024 | Cheque Expense | 2072 | Mark Howard | Rent Expense | \$1,250.00 | \$162.50 | \$1,412.50 | |
| <input type="checkbox"/> | 09/11/2024 | Cheque Expense | 2066 | Mauro Giansiracusa | Cost of Sales - billable expenses | \$750.00 | \$97.50 | \$847.50 | |
| <input type="checkbox"/> | 09/11/2024 | Cheque Expense | 2065 | Garcia's Event Space | Cost of Sales - billable expenses | \$2,500.00 | \$325.00 | \$2,825.00 | |

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

| | TOTAL |
|-----------------------------------------------|--------------------|
| INCOME | |
| Billable Expenses Income | 43,643.50 |
| Markup | 3,947.55 |
| Sales | 15,750.00 |
| Sales of Product Income | 19,050.00 |
| Services | 3,600.00 |
| Total Income | \$85,991.05 |
| 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 | \$36,222.88 |
| 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 |
| Utilities - Electric & Gas | 2,540.00 |

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.

← Back to summary report
Switch to classic view [Give feedback](#)

More actions
Save As

Report period From To Accounting method

Custom dates 01/01/2024 16/12/2024 Accrual
View options
Columns 9
Filter 2
Group by
General options

Transaction Report

Long for Success -- Event Planning
January 1-December 16, 2024

[Refresh report](#)
Last updated a few seconds ago

| Date ↑ | Transaction type | # | Name | Memo/Description | Account full name | Account | Amount | Balance |
|------------|------------------|------|-------------|---------------------|-------------------|----------|------------|-------------|
| 26/01/2024 | Cheque | 2003 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$1,250.00 |
| 26/02/2024 | Cheque | 2007 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$2,500.00 |
| 27/03/2024 | Cheque | 2012 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$3,750.00 |
| 27/04/2024 | Cheque | 2016 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$5,000.00 |
| 28/05/2024 | Cheque | 2024 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$6,250.00 |
| 25/06/2024 | Cheque | 2033 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$7,500.00 |
| 26/07/2024 | Cheque | 2038 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$8,750.00 |
| 25/08/2024 | Cheque | 2045 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$10,000.00 |
| 25/09/2024 | Cheque | 2051 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$11,250.00 |
| 25/10/2024 | Cheque | 2059 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$12,500.00 |
| 05/11/2024 | Cheque | 2067 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$13,750.00 |
| 06/12/2024 | Cheque | 2072 | Mark Howard | monthly office rent | Rent Expense | Chequing | \$1,250.00 | \$15,000.00 |

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 | | |

[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
Garcia's Event Space

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

Bank Account
Chequing

Payment date
01/12/2021

Balance \$31,548.07

\$8,473.87
AMOUNT

Cheque no.
To print
 Print later

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 | |

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 ? Help X

| | | | | |
|----------|-------------------|-------------------------------------------------------------------------------|--------------------------------------|-------------------|
| Company | Automation | Pre-fill forms with previously entered content | On | ✎ |
| Usage | | Automatically apply credits | On | |
| Sales | | Automatically invoice unbilled activity | Off | |
| Expenses | | Automatically apply bill payments | On | |
| Time | Projects | Organize all job-related activity in one place | On | ✎ |
| Advanced | Language | Language | English | ✎ |
| | Currency | Home Currency | Canadian Dollar | |
| | | Multicurrency | On Manage Currencies | |
| | Other preferences | Date format | dd/mm/yyyy | |
| | | Currency format | \$123,456.00 | |
| | | Warn me if duplicate cheque number is used | <input checked="" type="checkbox"/> | |
| | | Warn me when I enter a bill number that's already been used for that supplier | <input type="checkbox"/> | |
| | | Warn me if duplicate journal number is used | <input type="checkbox"/> | |
| | | Sign me out if inactive for | 3 hours | |
| | | <input type="button" value="Cancel"/> <input type="button" value="Save"/> | | |

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 | | |

[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

Supplier

Andrew Haberbosch

BALANCE DUE

\$12,430.00

Mailing address

Andrew Haberbosch
Andrew Haberbosch
57 River Avenue
Montreal QC H2E 9V3

Terms

▼

Bill date

16/12/2024

Due date

16/12/2024

Bill no.

2888

Amounts are Exclusive of Tax ▼

▼ **Category details**

| | # | CATEGORY | DESCRIPTION | AMOUNT (CAD) | SALES TAX | |
|---|---|------------------------|-------------------|--------------|-----------|----|
| ⋮ | 1 | Subcontracted Services | Catering services | 11,000.00 | HST ON | 🗑️ |
| ⋮ | 2 | | | | | 🗑️ |

Add lines
Clear all lines

▶ **Item details**

Memo

Subtotal **11,000.00**

HST (ON) @ 13% on 11,000.00 1,430.00

Total **12,430.00**

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>

You will 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**.

Unpaid Bills Report
Long for Success -- Event Planning
All Dates
Last updated a few seconds ago

| Date | Transaction type | # | Due date | Past due | Amount | Open balance |
|--------------------------------------|------------------|------|------------|----------|--------------------|--------------------|
| Andrew Haberbosch (1) | | | | | | |
| 30/11/2024 | Bill | 2888 | 30/11/2024 | 16 | \$12,430.00 | \$12,430.00 |
| Total for Andrew Haberbosch | | | | | \$12,430.00 | \$12,430.00 |
| Jennifer Hargreaves (1) | | | | | | |
| 08/10/2024 | Bill | - | 14/10/2024 | 63 | \$226.00 | \$226.00 |
| Total for Jennifer Hargreaves | | | | | \$226.00 | \$226.00 |
| Kristina Gibson (1) | | | | | | |
| 30/09/2024 | Bill | - | 14/10/2024 | 63 | \$508.51 | \$508.51 |
| Total for Kristina Gibson | | | | | \$508.51 | \$508.51 |
| | | | | | \$13,164.51 | \$13,164.51 |

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 \$21,095.57

Payment date

10/12/2024

Starting cheque no.

To print

TOTAL PAYMENT AMOUNT

\$17,168.09

Currency

CAD Canadian Dollar

Filter Last 365 Days

4 open bills, 2 overdue

| | PAYEE | REF NO. | DUE DATE | OPEN BALANCE | CREDIT APPLIED | PAYMENT | TOTAL AMOUNT |
|-------------------------------------|---------------------|---------|------------|--------------------|----------------|-------------|--------------------|
| <input checked="" type="checkbox"/> | Jennifer Hargreaves | | 14/10/2024 | \$226.00 | Not available | 226.00 | \$226.00 |
| <input type="checkbox"/> | Kristina Gibson | | 14/10/2024 | \$508.51 | Not available | | \$0.00 |
| <input checked="" type="checkbox"/> | Andrew Haberbosch | 2888 | 31/12/2024 | \$12,430.00 | Not available | 12,430.00 | \$12,430.00 |
| <input checked="" type="checkbox"/> | Burc Gunes | 42884 | 31/12/2024 | \$4,512.09 | Not available | 4,512.09 | \$4,512.09 |
| | | | | \$17,168.09 | \$0.00 | \$17,168.09 | \$17,168.09 |

3 bills selected < First Previous 1-4 of 4 Next Last >

Total payment (CAD) 17,168.09

Current account balance \$21,095.57

Total payment -\$17,168.09

New account balance \$3,927.48

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](#)

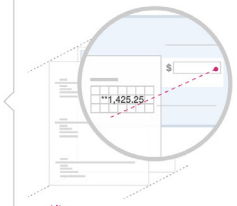
b Load blank paper in your printer.

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.

Are the fields lined up properly? [No, continue setup](#) [Yes, I'm finished with setup](#)

[Cancel](#)

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**.

Print preview
✕

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

1

2

print
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DATE 10122024
DDMMYYYY

**226.00

Two hundred twenty-six and 00/100

Jennifer Hargreaves
Jennifer Hargreaves
1308 Arbutus St.
Regina SK S4T 2F2

| Date | Type | Reference | Original Amount | Balance Due | Payment |
|------------|---------------------|---------------|-----------------|-------------|---------|
| 10/12/2024 | Jennifer Hargreaves | | 226.00 | 226.00 | |
| 08/10/2024 | Bill | | 226.00 | 226.00 | |
| | | Cheque Amount | 226.00 | | 226.00 |

Close

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 ✉ 🖨️ 📄 ⚙️

Long for Success -- Event Planning

A/P Aging Summary
As of December 16, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
|-----------------|---------------|---------------|---------------|-----------------|---------------|-----------------|
| Kristina Gibson | | | | 508.51 | | \$508.51 |
| TOTAL | \$0.00 | \$0.00 | \$0.00 | \$508.51 | \$0.00 | \$508.51 |