



QUICKBOOKS ONLINE STUDENT GUIDE

Lesson 8

Suppliers and expenses part II

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In this lesson, you'll learn how QuickBooks handles additional expense related transactions. These transactions add to the transactions you learned about in Lesson 4.

▶ Lesson objectives

In this lesson, 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 \$2,077.60 AMOUNT: **\$14,690.00**

Payment date: 19/12/2024 Payment method: Credit Card Ref no.:

Amounts are: Exclusive of Tax

▼ Category details

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
+	1 Professional Fees	Legal fees	13,000.00	HST ON
⋮	2			

Add lines Clear all lines

▶ Item details

Memo:

Subtotal: 13,000.00
HST (ON) @ 13% on 13,000.00: 1,690.00
Total: 14,690.00

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"/>	Accounts Payable	Accounts payable (A/P)	Accounts Payable (A/P)	CAD	\$734.51		Account history
<input type="checkbox"/>	Accounts Payable (A/P) - HKD	Accounts payable (A/P)	Accounts Payable (A/P)	HKD	HK\$0.00		Account history
<input type="checkbox"/>	Visa Credit Card	Credit Card	Credit Card	CAD	\$16,767.60	-\$3,210.00	Account history
<input type="checkbox"/>	GST/HST Payable	Other Current Liabilities	GST/HST Payable	CAD	-\$1,713.23		Account history
<input type="checkbox"/>	GST/HST Suspense	Other Current Liabilities	GST/HST Suspense	CAD	\$340.69		Account history

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

[← Back to Chart of Accounts](#) Bank transactions Reconcile

Credit Card Account History Visa Credit Card Bank Balance \$3,210.00

ENDING BALANCE
\$16,767.60

Go to: 1 of 1 < First Previous 1-5 of 5 Next Last >

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	FOREIGN CURRENCY EXCHANGE RATE	CHARGE (CAD)	PAYMENT (CAD)	✓	TAX
Add CC expense								
19/12/2024	Expense	Jane Horton Professional Fees			\$14,690.00			HST ON
03/10/2024	2055 Cheque Ex...	Bank of AnyCity Chequing				\$1,000.00		Exempt

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	Team	Other
Invoice	Expense	Payroll	Bank deposit
Receive payment	Cheque	Single time activity	Transfer
Statement	Bill	Weekly timesheet	Journal entry
Estimate	Pay bills		Inventory qty adjustment
Credit memo	Purchase order		Pay down credit card
Sales receipt	Supplier credit		Add product/service
Refund receipt	Credit card credit		
Delayed credit	Print cheques		
Delayed charge	Add supplier		
Add customer			

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

Pay down credit card

Record payments made to your balance

Which credit card did you pay?
Visa Credit Card

Payee (optional)
Bank of AnyCity

How much did you pay? 800.00
Date of payment 19/12/2024

What did you use to make this payment?
Chequing

I made a payment with a cheque.

▶ Memo and attachments

Privacy

Total paid \$800.00

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	Team	Other
Invoice	Expense	Payroll	Bank deposit
Receive payment	Cheque	Single time activity	Transfer
Statement	Bill	Weekly timesheet	Journal entry
Estimate	Pay bills		Inventory qty adjustment
Credit memo	Purchase order		Pay down credit card
Sales receipt	Supplier credit		Add product/service
Refund receipt	Credit card credit		
Delayed credit	Print cheques		
Delayed charge	Add supplier		
Add customer			

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 \$15,967.60

Payment date: Ref no.:

AMOUNT

\$89.16

Amounts are

▼ **Category details**

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Equipment rental		78.90	HST ON
2				

▶ **Item details**

Memo:

Subtotal **78.90**

HST (ON) @ 13% on 78.90 **10.26**

Total 89.16

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

[Back to Chart of Accounts](#)

Bank transactions

Credit Card Account History

Bank Balance \$3,210.00

ENDING BALANCE

\$15,854.60

Go to: 1 of 1 < First Previous 1-7 of 7 Next Last >

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	FOREIGN CURREN EXCHANGE RATE	CHARGE (CAD)	PAYMENT (CAD)	TAX
19/12/2024	CC-Credit	Garcia's Event Space Equipment rental				\$113.00	HST ON
19/12/2024	Credit Card...	Bank of AnyCity Chequing				\$800.00	

▶ 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	Team	Other
Invoice	Expense	Payroll	Bank deposit
Receive payment	Cheque	Single time activity	Transfer
Statement	Bill	Weekly timesheet	Journal entry
Estimate	Pay bills		Inventory qty adjustment
Credit memo	Purchase order		Pay down credit card
Sales receipt	Supplier credit		Add product/service
Refund receipt	Credit card credit		
Delayed credit	Print cheques		
Delayed charge	Add supplier		
Add customer			

3. Complete the **Supplier credit** in the same way as you'd complete the **Enter bill** window.
4. Click **Save**.

Supplier Credit Help X

Supplier: Garcia's Event Space CREDIT AMOUNT: **\$203.40**

Mailing address: Lisa Garcia, Garcia's Event Space, 27 Norman Wesley Way, Montreal QC H3J 7K5
 Payment date: 19/12/2024
 Ref no.:

Amounts are: Exclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Equipment rental		180.00	HST ON
2				

Subtotal: 180.00
 HST (ON) @ 13% on 180.00: 23.40
Total: 203.40

Cancel Clear Make recurring **Save and new**



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 ×

Payment account: Chequing ▼ Balance \$20,295.57

Payment date: 19/12/2024

Starting cheque no.: 2077 Print later

TOTAL PAYMENT AMOUNT
\$1,953.77

Currency: CAD Canadian Dollar ▼

Filter > Last 365 Days 3 open bills, 1 overdue ⚙

	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Garcia's Event Space	3234	30/11/2024 !	\$2,157.17	203.40	1,953.77	\$2,157.17
<input type="checkbox"/>	Jennifer Hargreaves	23993	31/12/2024	\$226.00	Not available		\$0.00
<input type="checkbox"/>	Kristina Gibson		31/12/2024	\$508.51	Not available		\$0.00
				\$2,157.17	\$203.40	\$1,953.77	\$2,157.17

1 bill selected < First Previous 1-3 of 3 Next Last >

Current account balance \$20,295.57

Total payment -\$1,953.77

New account balance \$18,341.80

Cancel
Save and print ▼

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>

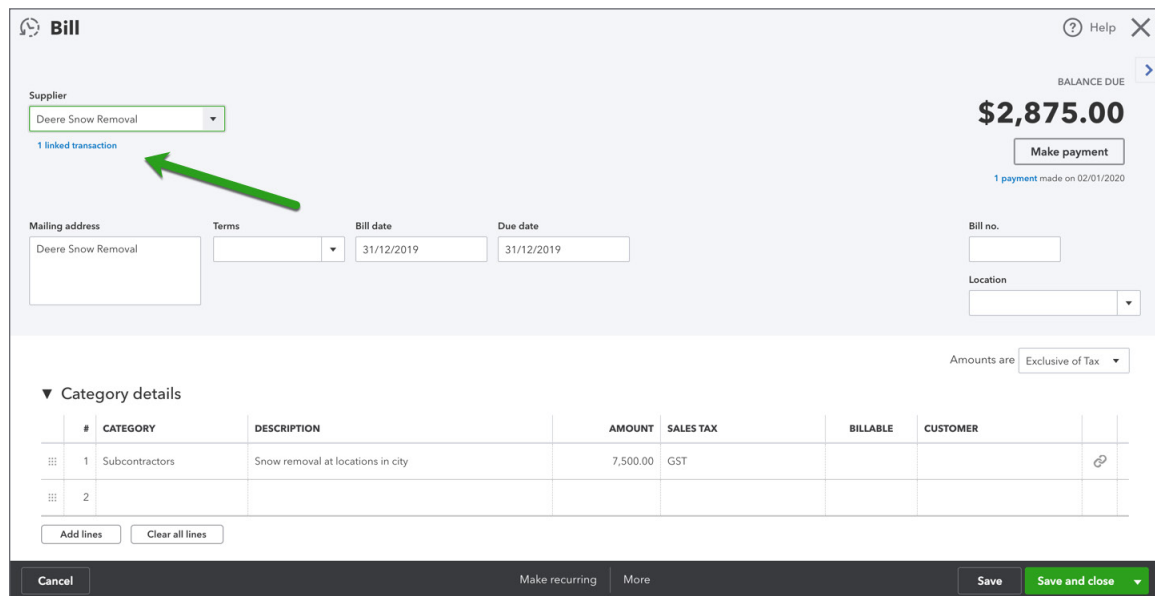
Working with supplier transactions

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.

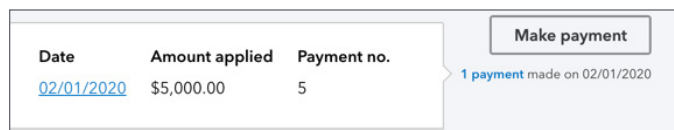
Click **More** to display the following menu options:

- **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.



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



▶ Recurring transactions

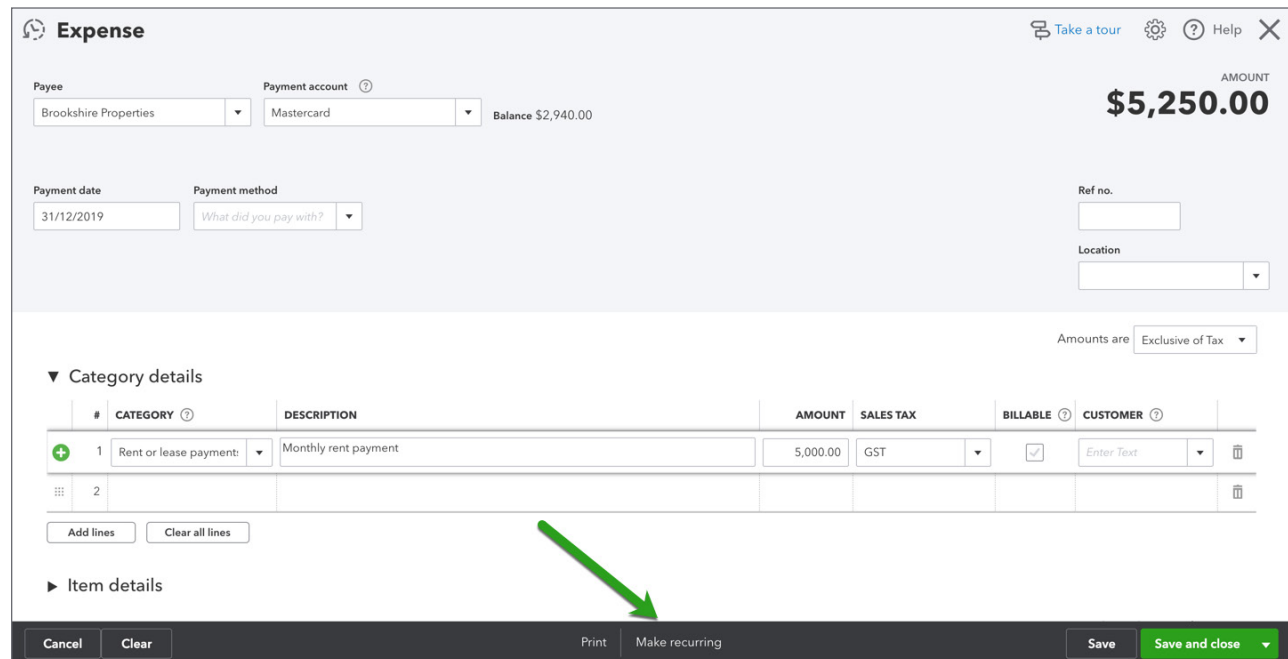
In QuickBooks Online, you can create templates for recurring transactions, like recurring expenses. You can do this for any transaction except bill payments, customer payments, and time activities.

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.



The screenshot shows the 'Expense' window in QuickBooks Online. At the top, the payee is 'Brookshire Properties' and the payment account is 'Mastercard'. The total amount is \$5,250.00. The payment date is 31/12/2019. Below the form, there is a table for 'Category details' with one line item: 'Rent or lease payment' for \$5,000.00 with GST. At the bottom of the window, there are buttons for 'Cancel', 'Clear', 'Print', 'Make recurring', 'Save', and 'Save and close'. A green arrow points to the 'Make recurring' button.

#	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						

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

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

Buttons: 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 date** (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 outside data	
Chart of accounts	Attachments	Export data	
Payroll settings	Custom fields	Reconcile	
Additional info	Tags	Budgeting	
	Rules	Audit log	
	Currencies	SmartLook	

Transactions

Bank transactions App transactions Receipts Reconcile Rules Chart of accounts **Recurring transactions**

Recurring Transactions [Give feedback](#) Reminder List ▼ New

[Filter by Name](#) Filter All

TEMPLATE NAME ▲	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/SUPPLIER	AMOUNT	ACTION
Cass Hayden - Insurance	Scheduled	Cheque Expense	Every 3 Months		06/03/2025	Cass Hayden	847.50	Edit ▼
Loan payment	Scheduled	Cheque Expense	Every Month		08/01/2025	Bank of AnyCity	471.78	Edit ▼
Monthly Depreciation	Scheduled	Journal	Every Month	23/11/2024	24/12/2024		0.00	Edit ▼
Monthly rent	Scheduled	Cheque Expense	Every Month		08/01/2025	Mark Howard	1,412.50	Edit ▼
Whitehead and Sons - monthly consulting	Scheduled	Invoice	Every Month		13/01/2025	Whitehead and Sons	1,356.00	Edit ▼

1-5 < 1 >

You can view the Reminder list when you click the **Reminder list** button.

Reminder List ▼	New
------------------------------	------------------

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:

TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/SUPPLIER	AMOUNT	ACTION
Cass Hayden - Insurance	Scheduled	Cheque Expense	Every 3 Months		06/03/2025	Cass Hayden	847.50	Edit
Loan payment	Scheduled	Cheque Expense	Every Month		08/01/2025	Bank of AnyCity		Use
Monthly Depreciation	Scheduled	Journal	Every Month	23/11/2024	24/12/2024			Duplicate
Monthly rent	Scheduled	Cheque Expense	Every Month		08/01/2025	Mark Howard		Pause
Whitehead and Sons - monthly consulting	Scheduled	Invoice	Every Month		13/01/2025	Whitehead and Sons		Skip Next Date
								Delete

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

Cheque no.2078

Payee: Cass Hayden | Bank Account: Chequing | Balance: \$18,341.80 | AMOUNT: **\$847.50**

Mailing address: Cass Hayden, Hayden Insurance Co, 1845 Base Line Rd, Toronto ON M9J 7J0 | Payment date: 19/12/2024 | Cheque no.: 2078

Category details:

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Insurance Expense-General Liability Insurance	Insurance - general liability	750.00	HST ON
2				

Item details:

Subtotal: 750.00
 HST (ON) @ 13% on 750.00: 97.50
Total: 847.50

Buttons: Cancel, Print or Preview, Make recurring, More, Save and close

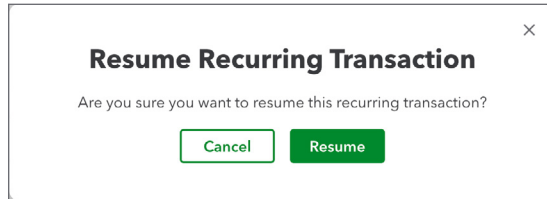
- **Pause**—Click pause to pause the automation on the selected entry.

Pause Recurring Transaction

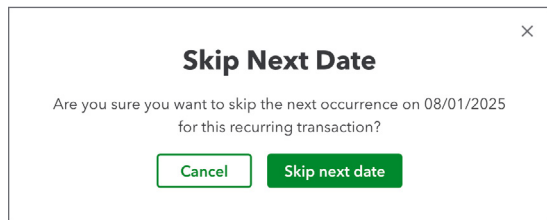
Are you sure you want to pause this recurring transaction?

Buttons: Cancel, Pause

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



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

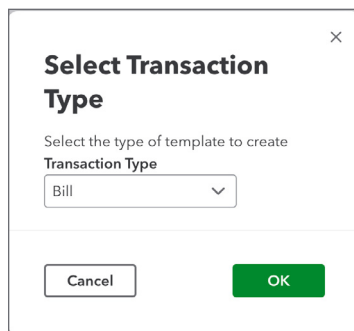


- **Delete**—Choose delete to remove the recurring transaction.

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.

Recurring Bill

Template name: Insurance Bill | Type: **Scheduled** | Create: days in advance

Supplier: Cass Hayden

Interval: Monthly on day 1st of every 1 month(s) | Start date: 02/01/2025 | End: None

Mailing address: Cass Hayden, Hayden Insurance Co, 1945 Base Line Rd, Toronto ON M9J 7J0 | Terms:

Amounts are: Exclusive of Tax

#	CATEGORY	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1	Insurance Expense	Liability insurance	213.00	HST ON
2				

Buttons: Cancel, Clear, Save template

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>