

Manage and Pay Bills

Managing bills is essential to running a successful small business. This QuickGuide will show you how to:

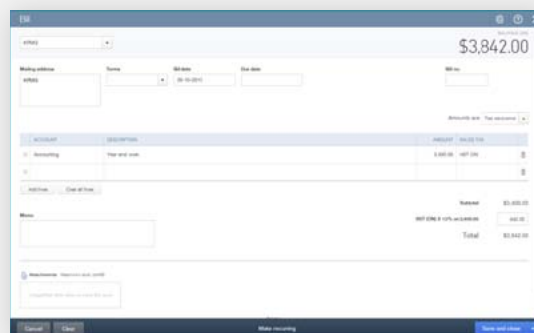
- Enter a bill.
- Enter a full or partial payment.
- Review supplier accounts.

Quick Tip: To learn how to create cheques within QuickBooks Online, refer to our QuickGuide: [Creating Cheques](#).

Enter Bills in QuickBooks Online

To enter accounts payable in QuickBooks Online, click **Create +**.

- 1 Click **Bill** under the **Supplier** heading.
- 2 Select a supplier from the drop down menu.
- 3 Select **Terms**, **Bill date** and **Due date**.
- 4 Enter the expense **Account** or select from drop down menu.
- 5 Enter a **Description**.
- 6 Enter the **Amount** and choose the **Tax Rate**.
- 7 Click **Save and close**.



Account	Description	Amount	Tax Rate
Accounting	Payroll and other	\$3,842.00	100.00%

Total: \$3,842.00

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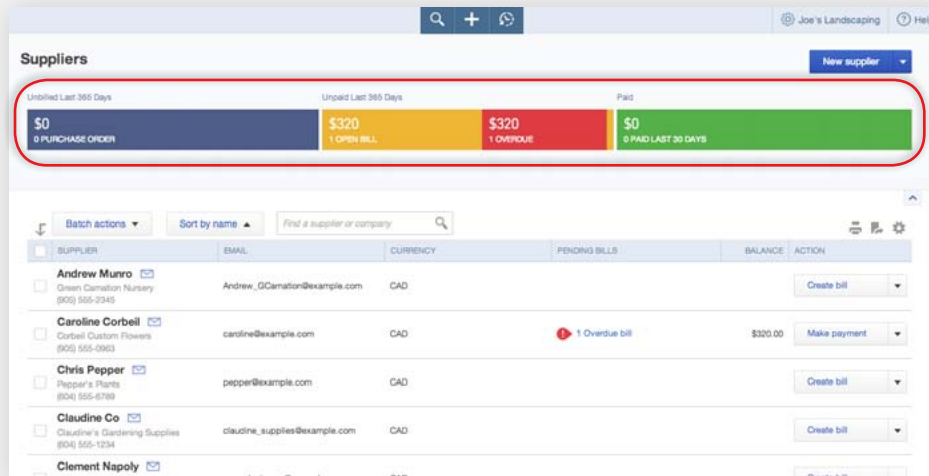
Pay Bills in QuickBooks Online

After you have entered bills you can manage how and when you pay them. You can pay the bills using the expense form or by printing a cheque from within QuickBooks Online. You can also pay a bill from the Suppliers page.

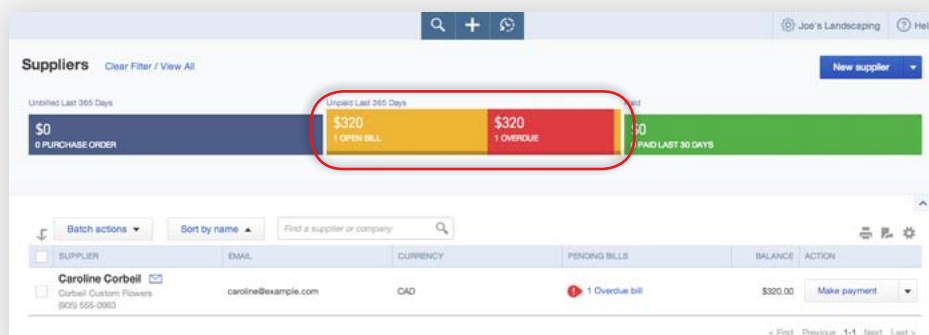
You may know that you are going to be short on cash if you pay all of your bills immediately after they are received. Instead, you can make partial payments if necessary to manage your cash flow.

The first method to pay a bill is from the Suppliers Page.

1 Click **Suppliers**.

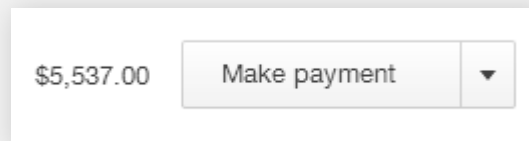


2 Click **Unpaid** – At the top of the Suppliers Page you will see what is called the money bar. The money bar lets you filter what you view by clicking **Unbilled**, **Unpaid** or **Paid**.



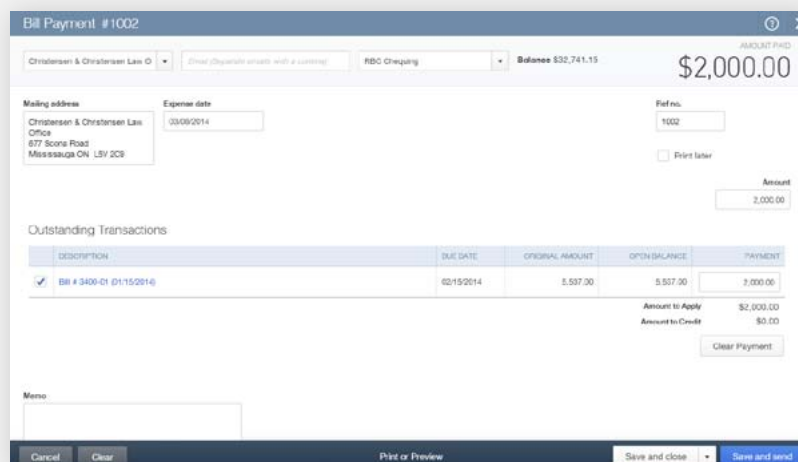
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- 3 Click **Make Payment** – Click Make payment next to the Supplier name. Clicking **Make Payment** from the Suppliers page lets you make a payment on a bill using the cheque form. QuickBooks Online opens **Bill Payment** window.



A screenshot of a 'Bill Payment' window. On the left, the amount '\$5,537.00' is displayed. To its right is a button labeled 'Make payment' with a small downward-pointing arrow to its right.

- 4 QuickBooks Online immediately completes the Bill Payment form for you by filling in the following fields:
 - a **Payee**
 - b **Account** – This will default to the main account you set up in QuickBooks Online. If you have multiple accounts set up, you can change the account by selecting a different one from the drop down list.
 - c **Ref. no.** –QuickBooks Online assigns the next cheque number in the Ref. no. field.
 - d **Amounts** – QuickBooks Online assumes that you are paying the amount in full. You can choose to make a partial payment by entering a different amount.
 - e **Outstanding Transactions** – QuickBooks Online lists the outstanding unpaid bills for the selected supplier. If you want to apply payment against only certain bills, select or unselect them using the box to the left of the bill description.
- 5 Click **Save and Close**



A screenshot of the 'Bill Payment #1002' window. The window title is 'Bill Payment #1002'. At the top, there are dropdown menus for 'Christensen & Christensen Law', 'Other (Separate email with a comma)', and 'RBC Chequing'. The 'Balance' is \$32,741.15 and the 'Amount Paid' is \$2,000.00. The 'Mailing address' is 'Christensen & Christensen Law, Office, 877 Stone Road, Mississauga ON, L5V 3C9'. The 'Expense date' is 03/09/2014. The 'Ref no.' is 1002. There is a 'Print later' checkbox. The 'Amount' field is set to 2,000.00. Below this is the 'Outstanding Transactions' table:

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Bill # 3400-01 (01/15/2014)	02/15/2014	5,537.00	5,537.00	2,000.00

Below the table, the 'Amount to Apply' is \$2,000.00 and the 'Amount to Credit' is \$0.00. There is a 'Clear Payment' button. At the bottom, there are 'Cancel', 'Clear', 'Print or Preview', 'Save and close', and 'Save and send' buttons.

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You can also use the expense or cheque transaction to pay a bill. Use this option when you are paying a bill with a handwritten cheque, cash or some other method, and need to record the payment.

Quick Reminder: if you haven't entered the bill into QuickBooks Online yet, you can do that by following the instructions on page 1 of this guide.

- 1 Click the **Create +** at the top of the QuickBooks Online window.
- 2 Click **Expense**. The expense window opens for you.

#	ACCOUNT	DESCRIPTION	AMOUNT (CAD)	SALES TAX
1				
2				

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (CAD)	SALES TAX
1						

- 3 **Choose a Payee** – choose payee. When QuickBooks Online recognizes that there is an outstanding bill to the payee, the outstanding bills display on the right side of the expense page.
- 4 **Click Add** – Click [Add](#) to add the bill to the Expense. The expense transaction form converts to **Bill Payment**.
- 5 **Expense Date** – Enter **date**.
- 6 **Ref. no.** – enter a cheque number.
- 7 **Amount** – The amount is the amount from the original bill.
- 8 **Payment** – If you don't want to pay the bill in full, enter a Payment amount.

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9 Click **Save and Close**.

DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
Bill # 88776 (01/20/2014)	02/20/2014	1,356.00	1,356.00	1,356.00

Similar to the expense transaction where QuickBooks Online recognizes the outstanding bill, choosing the Cheque transaction will yield the same result.

- 1 Click the **Create +** at the top of the QuickBooks Online window.
- 2 Click **Cheque**. The cheque window opens for you.
- 3 **Choose a Payee** – choose **you as the accountant**. Use same example as above. You as the accountant references an accountant completing the transaction for the customer. When QuickBooks Online recognizes that there is an outstanding bill to the payee, the outstanding bills display on the right side of the expense page.
- 4 **Click Add** – Click **Add** to add the bill you want to pay to the Cheque. The expense transaction form converts to a **Bill Payment**.
- 5 **Expense Date** – Enter **date**.
- 6 **Ref. no.** – The next cheque number in sequence displays. If the next cheque number is correct, then you can accept the number. Accept **1004**.
- 7 **Amount** – The amount is the amount from the original bill.
- 8 **Payment** – If you don't want to pay the bill in full, enter a Payment amount.

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9 Click **Save and Close**.

Bill Payment #1004

Jane Goodman CA | FOOD Chequing | Balance \$29,385.19 | AMOUNT PAID \$500.00

Mailing address: Jane Goodman, Jane Goodman CA, 330 Bellway, Toronto, ON, M5A 2K1

Expense date: 01/31/2014

Check no.: 1004

Print later:

Amount: \$00.00

DESCRIPTION	DUPLICATE	DUPLICATE	DUPLICATE	DUPLICATE	DUPLICATE
Bill # 1008 (01/15/2014)					

Amount to Apply: \$500.00
Amount to Credit: \$0.00

Clear Payment

Subtotal: \$0.00

Cancel Clear Print or Preview More Save and Close

After you have paid bills the supplier list reflects any payments made on supplier accounts. Joe's Landscaping paid several bills. To review a supplier account:

- 1 Click **Suppliers**.
- 2 Click a Supplier name – **You can view the open and overdue amounts.**

Christensen & Christensen Law Office Edit

Christensen & Christensen Law Office

Email: Billing Address: 677 Scania Road, Mississauga, ON L5V 2C8

Phone: (947) 666-8646 Terms:

Mobile: Other Details:

Website:

\$3,537.00 OPEN

\$3,537.00 OVERDUE

Check out these great reports!

Manage Accounts Payable

A/P Aging Summary
Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).
Run | Customize

Supplier Balance Detail
Lists all the bills that make up the total amount you owe each supplier (balance).
Run | Customize

Bill Payment List
Shows all the bills you paid during a selected date range.
Run | Customize

A/P Aging Detail
Lists all your unpaid bills, grouped by when the bill was due (aging period). Includes due dates and amounts.
Run | Customize

Unpaid Bills
Shows your unpaid bills, their due dates, and days past due so you can avoid late payments.
Run | Customize

Supplier Balance Summary
Shows the total amount you owe each supplier.
Run | Customize