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.
Manage and Pay Bills

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.
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.

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**
Manage and Pay Bills

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.

![Expense window](image)

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.
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.
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**.

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