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[QuickBooks' Bill-Paying Tools Make Tracking Easier, Cash Flow More Predictable](#)



Realizing Profitable Potential through Change

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## QuickBooks' Bill-Paying Tools Make Tracking Easier, Cash Flow More Predictable

*If you're just writing one-off checks to pay bills, you're missing out on many benefits.*

QuickBooks' **Calendar** and **Reminders** help you manage your vendor bills and expenses. But if you use the program's built-in tools to record and pay bills, tracking them will be much more effective. You can:

- Avoid paying a bill twice
- Be constantly aware of your financial obligations
- Run areport to see debts and due dates, so you can better forecast cash flow.

### Recording Each Bill

If you're purchasing items that will be used for a specific customer and job, click **Enter Bills** on the home page, or in the **Vendor Center**. This window opens:

Bill  Credit  Bill Received

**Bill**

Vendor: Zeng Building Supplies Date: 12/15/2016

Address: Zeng Building Supplies, Vivian Zeng, 345 Main St., Middlefield, CA 94043 Ref. No.: ZBS-9472-1

Amount Due: 5,910.55

Bill Due: 01/14/2017

Terms: Net 30 Discount Date: \_\_\_\_\_

Memo: \_\_\_\_\_

Expenses	\$0.00	Items	\$5,910.55				
Item	Description	Qty	Cost	Amount	Customer:Job	Billable?	Class
Door Frame	standard interior door frame	2	12.00	24.00	Abercrombie, Kristy:Family Room	<input checked="" type="checkbox"/>	Remodel
Hardware:Brass hinges	standard interior brass hinge	6	3.00	18.00	Abercrombie, Kristy:Family Room	<input checked="" type="checkbox"/>	Remodel
Counter	Custom made counter top	1	1,750.00	1,750.00	Abercrombie, Kristy:Kitchen	<input checked="" type="checkbox"/>	Remodel
Flooring	Flooring	1	2,493.80	2,493.80	Abercrombie, Kristy:Family Room	<input checked="" type="checkbox"/>	Remodel
Patio Door	Patio door	1	124.75	124.75	Abercrombie, Kristy:Family Room	<input checked="" type="checkbox"/>	Remodel
Cabinets:Light Pine	Light pine kitchen cabinet wall unit	1	1,500.00	1,500.00	Abercrombie, Kristy:Kitchen	<input checked="" type="checkbox"/>	Remodel

Figure 1: You can either enter a bill's information manually or pull in purchase order details.

If there's a matching purchase order, QuickBooks can transfer its information. If not, enter the items on the bill. Check the **Billable** column and assign it to the correct customer/job so that these items can be easily invoiced.

If you have related expenses (like utility bills), click on the **Expenses** tab to enter those charges. Then save the bill. You can see it in reports and in the **Vendor Center**.

### Processing Payments

To pay a bill, click **Pay Bills** from the home page or **Vendor Center**. In the window that opens, find the bill(s) you want to pay by specifying a due date and/or selecting a vendor. You can sort the list by **Discount Date**, **Due Date** and **Amount Due**.

<input type="checkbox"/>	12/31/2017	Timberloft Lumber		12/11/2016
<input type="checkbox"/>	12/29/2017	Wheeler's Tile Etc.	7893	
<input checked="" type="checkbox"/>	01/14/2017	Zeng Building Supplies	ZBS-9472-1	
Totals				

Clear Selections

Discount & Credit Information for Highlighted Bill

Vendor: **Zeng Building Supplies** Terms: **Net 30** Number of Credits: **0**

Bill Ref. No. **ZBS-9472-1** Sugg. Discount: **0.00** Total Credits Available: **0.00**

Go to Bill Set Discount Set Credits

Payment

Date: 12/15/2016 Method: **Check**  To be printed  Assign check number Account: 10100 - Checking

Ending Balance: **39,093.55**

Figure 2: You can specify options at the bottom of the bill-paying screen.

Highlight a vendor and bill to view options. If a discount or credit is available, you can claim it here. Make sure that the payment date and account are correct and specify a payment method.

There are many ways you might pay vendors, so it gets a bit tricky here. Checks are easy; select that option and indicate whether you're writing a check manually or you want QuickBooks to print one. If you remit funds by, for example, PayPal, EFT, debit card or online vendor payment, we can help you document the payments.

Click **Pay Selected Bills** and do any necessary follow-up.

### **Some Complicated Tasks**

It's inevitable: Everyone occasionally makes mistakes and needs to edit, void or delete bills. Let us walk you through these steps and answer any other bill-paying questions you have.

This method takes a little extra work, but the payoff is an improved ability to track bills and payments, and to make more accurate cash flow projections.

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