



QuickBooks Online: Level 1 Academic Year 2021-2022



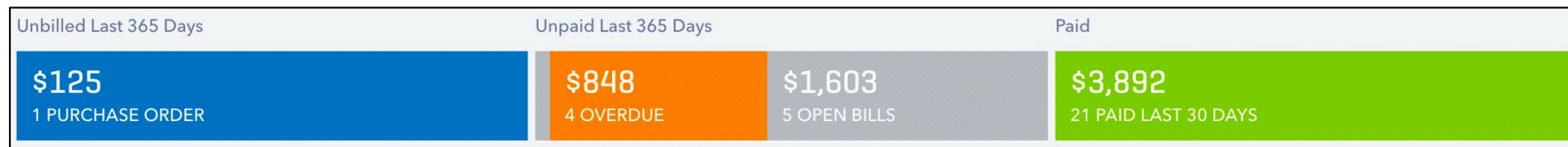
Chapter 4: Working with Vendors

Learning Objectives

- Set up vendors
- Edit settings and preferences
- Create expense transactions
- Make payments to vendors
- Create vendor reports

The Expenses Center

- Similar to the Customers List, the Vendors List displays vendor names, contact information, and balances.
- Both customer and vendor data can be imported using an Excel or CSV file.
- The Money bar gives you a quick snapshot of Accounts Payable – open, past-due, and paid bills



Creating Vendor Transactions

- Vendor transactions can be recorded as:
 - Cash: as an expense when you pay at the time of purchase
 - Accounts Payable: when you make a purchase and pay later
- Similar to customer forms, you can customize vendor forms to suit your preference.
- There are numerous vendor reports available in the QuickBooks Online Reports center.

Managing Accounts Payable

- Accounts Payable is for purchases that will be paid at a later time.
- The user can specify when and how much is paid for each account.
- In addition to traditional vendor forms, there are also several fully customizable accounts payable forms available.