



## *The QuickBooks™ Client Newsletter*

Helping You Grow a Profitable Business with QuickBooks™ Software  
From the office of:

### **Accounting Connections, LLC**

*For All Your Accounting & Tax needs*

2624 Gladstone Terrace

Woodstock, Georgia 30189

Office (770) 516-5987 Cell (770) 846-7799

Website: [www.AccountingConnections.ORG](http://www.AccountingConnections.ORG)

**Email:** [DianeOffutt@AccountingConnections.ORG](mailto:DianeOffutt@AccountingConnections.ORG)

### **Keep Up with Payables: Entering Bills in QuickBooks Desktop 2021**

*Did you resolve to pay bills on time in 2021? Here's how QuickBooks can help.*

Managing your paper bills manually is a dangerous practice. It is too easy to lose them, for one thing, and it is impossible to keep all those vendors and amounts in your head. Even if you keep them in a safe place, how do you track their due dates? You can write them on a paper calendar, but it is easy to miss them.

What is the solution? You need a system that will keep you from paying bills late, which can lead to finance charges and bad relationships with your vendors.

QuickBooks provides that. You can **enter bills** as they come in, and designate them as paid when you send the check or authorize a credit card payment or bank transfer. Besides making these records available, the software offers other ways to stay informed about the status of your accounts payable, through its **Bill Tracker** and assorted reports. We will look at how QuickBooks helps you enter bills.

#### **Creating a Record**

To use QuickBooks' bill management features effectively, you need to develop a couple of new habits. The first involves entering information about your bills as they come in. It will take some extra time as you first record each vendor and bill, but it will save time recording bill payments and entering bills in the future – and paying them. To do this, open the **Vendors** menu and select **Enter Bills**. A window like this opens:

*QuickBooks allows you to create a record of each bill as it comes in.*

To record a bill, simply fill in the blanks and make selections from drop-down lists. Below the bill itself is a table containing two tabs. If the bill involves **Expenses**, like a utility bill, you click on the corresponding tab, choose the **Account (Utilities: Gas and Electric)**, and enter the **Amount**. If it is an expense that should be billed to a **Customer:Job**, select the name from the drop-down list and click in the column under **Billable**.

If the bill is for **Items**, click on that tab and choose the item(s), completing the rest of the fields for each line (**Quantity, Customer:Job**, and **Billable**). Should you get a bill that is for both expenses and items, you can split the amounts between the fields under the two tabs.

## Memorizing Bills

Before you save the bill, look over at the vertical pane on the right. QuickBooks uses this to display any **Open Balance** with that vendor, as well as **Related Transactions**. This is one of the ways the software keeps you updated on the status of your accounts payable. You will also notice the toolbar at the top of the window contains links to related actions, like **Attach File, Enter Time**, and **Pay Bill**.

Another icon is labeled **Memorize**. To save time down the road, you can ask QuickBooks to “memorize” the bill you entered. Basically, this means that the software saves it. This allows you to save time when the next Bill comes in from that vendor. To record the next Bill you will go to **Lists | Memorized Transaction List** and find that memorized vendor, then make any changes necessary, (QuickBooks will change the date). This works best for regularly-scheduled bills that only vary in amount.



*When QuickBooks memorizes a bill, it gives you several options for managing repeat occurrences.*

The window pictured above opens when you click **Memorize**. If you want a reminder in advance of that bill’s due date, you click the button in front of **Add to my Reminders List**. You can opt not to have a reminder, or to add the bill to a **Group** of related bills. If you select **Automate Transaction Entry**, QuickBooks will enter the bill automatically on the date you specify and the interval you choose, like **Monthly**. It will also stop the recurrence on a specific date if you enter one.

**Note:** Do not have **Reminders** set up? Go to **Edit | Preferences | Reminders | Company Preferences**.

Entering bills is just the first step in QuickBooks’ bill-paying process. See our QuickBooks Tips Newsletter named “Keeping Up with Payables-Paying Bills”, as we talk about the next step, paying bills, and show you how you can track them easily. In the meantime, contact us if you have questions about what we covered in this column or about any other element of QuickBooks.

We hope you find these QuickBooks tips helpful. Please visit our company website often at <http://www.accountingconnections.org> for we update it constantly. Our website offers a wealth of tax and

accounting tips, along with links that will better serve your business needs. We archive our QuickBooks Tips newsletters on our website as well. They are printable PDFs for easy reference, as are our tax tips PDFs.

Accounting and Taxation is **our** business; making us a part of your team allows **you** to concentrate on **your** core business.



**Diane Offutt**, *Managing Partner at Accounting Connections, LLC*

*Enrolled Agent (EA), QuickBooks™ Certified ProAdvisor, Master of Accounting (MAcc), & Fellow Graduate of the National Tax Practice Institute (NTPi)*

