

The QuickBooks™ Client Newsletter

Helping You Grow a Profitable Business with QuickBooks™ Software

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How to Enter Bills in QuickBooks

It's not as much fun as creating invoices, but the bills must be paid. Here's how QuickBooks helps.

We are in a bit of a transitional period with business bill-paying. Some paper bills still come via the U.S. Mail, however you may also be getting some through email. Others don't come at all: You might get a reminder email, but you have to go to the vendor's site to make a payment.

How do you keep track of it all so you don't miss any due dates? You *could* record them on a calendar, but you'd still have to go back to the actual bill to retrieve the amount. But where is it? Is it online, in your email inbox, in a file folder, or hanging on the wall?

QuickBooks can organize this unpleasant process, saving time and helping you avoid confusion. Here's how it works.

This is a 2-Step Process

QuickBooks divides your accounts payable tasks into two separate processes: (1) entering bills and (2) paying them. It requires some extra time upfront as you complete the first step, but streamlines the second so that the actual bill-paying only takes a few seconds.

To get started, click **Enter Bills** on QuickBooks' home page to open a window like this:

Expenses	Items	Amount	Memo	Customer/Job	Billable?	Class
65100 - Utilities:65110 ...		316.90				

Before you can pay a bill in QuickBooks, you need to create a record for it.

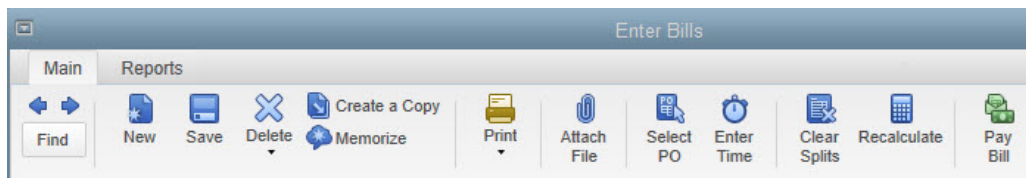
The toolbar for the **Enter Bills** window is not pictured in the image above, but you don't need it yet. Rather, you start by clicking the down arrow in the field next to **VENDOR** and selecting the biller's name from your list (or clicking **<Add New>** if you haven't yet created a record for that entity). The **ADDRESS** should fill in automatically, as should the date.

If you set up default payment **TERMS** in that vendor's record, your preference should show in that field and the **BILL DUE** date should be correct. Enter the **AMOUNT DUE** and complete any of the optional fields that the transaction requires (**REF. NO.**, **DISCOUNT DATE**, and **MEMO**).

Since this is a utility bill, the **Expenses** tab should be highlighted, and the amount you entered above should appear in it. Below that is the **ACCOUNT** field; open that list and choose the right one. Don't worry about the **CUSTOMER:JOB** and **BILLABLE** fields. These will only be completed when you are charging a customer for an expense or item.

Warning: If you're not familiar with the concept of assigning accounts to transactions, please schedule some time with us. This is a critical designation that affects so many other areas of QuickBooks.

Saving Your Work



*The toolbar from the **Enter Bills** window*

Once you save your bill, you will be able to access it when it is time to apply payment. How will you remember when it is due? QuickBooks can remind you – or even pay it automatically. So, before you leave the **Enter Bills** window, click **Memorize** in the toolbar pictured above.

The **Memorize Transaction** window will open with your vendor already entered in the **Name** field. You will have three options here:

- **Add to my Reminders list.** QuickBooks can add this bill to its list of **Reminders**. To ensure that you'll see this every time you open the software and can make any changes necessary, open the **Edit** menu and click **Preferences | Reminders | My Preferences**. Click in the box in front of **Show Reminders List when opening a Company file**. Then click the **Company Preferences** tab (if you're the administrator) and find the **Bills to Pay** row. Click the appropriate button to indicate whether you want QuickBooks to **Show Summary** or **Show List**, and enter the number of **days before due date**.
- **Do Not Remind Me.** Just what it sounds like.
- **Automate Transaction Entry.** You can only select this if the transaction will be exactly the same every time (except for the date). If the number of transactions will be limited, enter the **Number Remaining**. And tell QuickBooks how many **Days in Advance to Enter**.

If you choose the third option here, be very careful when you define the automation. You should really only choose this if you are an advanced user.

When you are done, click **OK** to close the box, and save the bill.

Next month, we will talk about the second step: the actual paying of bills. In the meantime, let us know if you want to schedule a session to go over any aspect of your accounts payable – or anything else in QuickBooks.

We hope you find this QuickBooks tip helpful. Please visit our company website <http://www.accountingconnections.org> often as it is updated constantly and offers a wealth of tax and accounting tips, along with links to better serve your business needs. Our QuickBooks Tips newsletters are archived on our website as well.

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



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