

# COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

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CHAPTER 6

VENDORS AND EXPENSES

# SECTION 6.1 SATNAV

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## QB SatNav

### QB SETTINGS

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Company Settings

Chart of Accounts

### QB TRANSACTIONS

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> *Money in*   *Money out* >

Banking

Customers & Sales

Vendors & Expenses

Employees & Payroll

### QB REPORTS

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Reports

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# CHAPTER 6 OVERVIEW

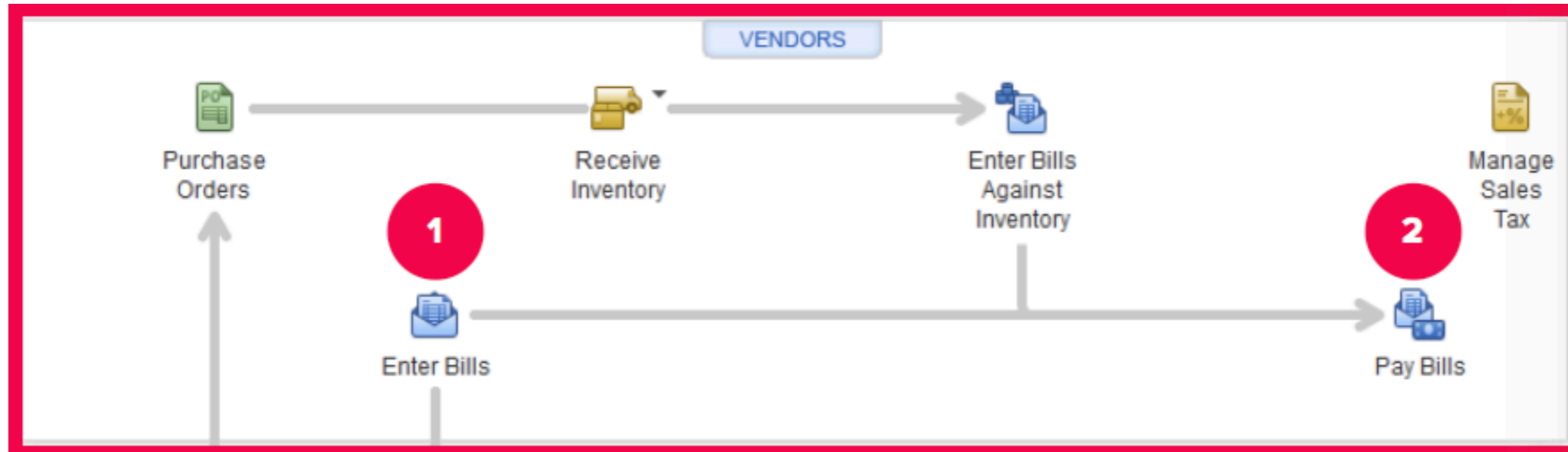
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- **Vendor Navigation**
- **Vendor List**
- **Vendor Transactions**
- **Vendor Reports**

# VENDOR NAVIGATION

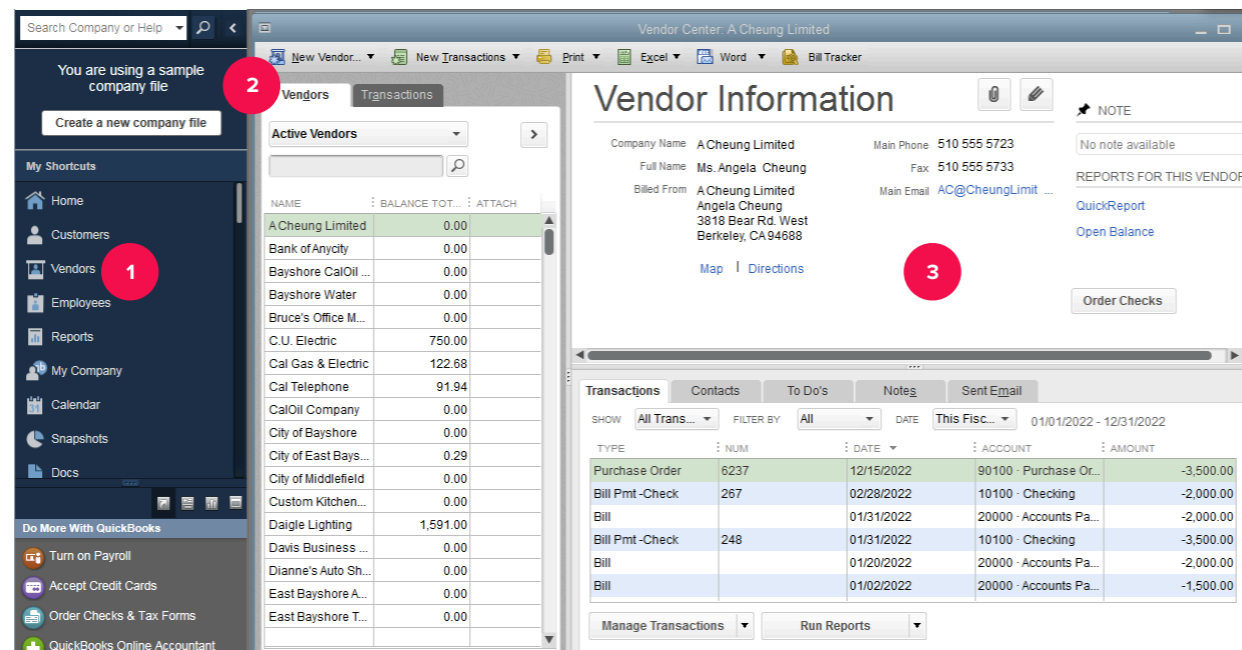
2 main steps to processing expense transactions for services using QuickBooks:

1. Enter Bills
2. Pay Bills



# VENDOR LIST

- The Vendor List contains information for each vendor, such as address, telephone number, and credit terms
- Vendor information is entered in the Vendor List and then QuickBooks automatically transfers the vendor information to the appropriate forms



# VENDOR TRANSACTIONS

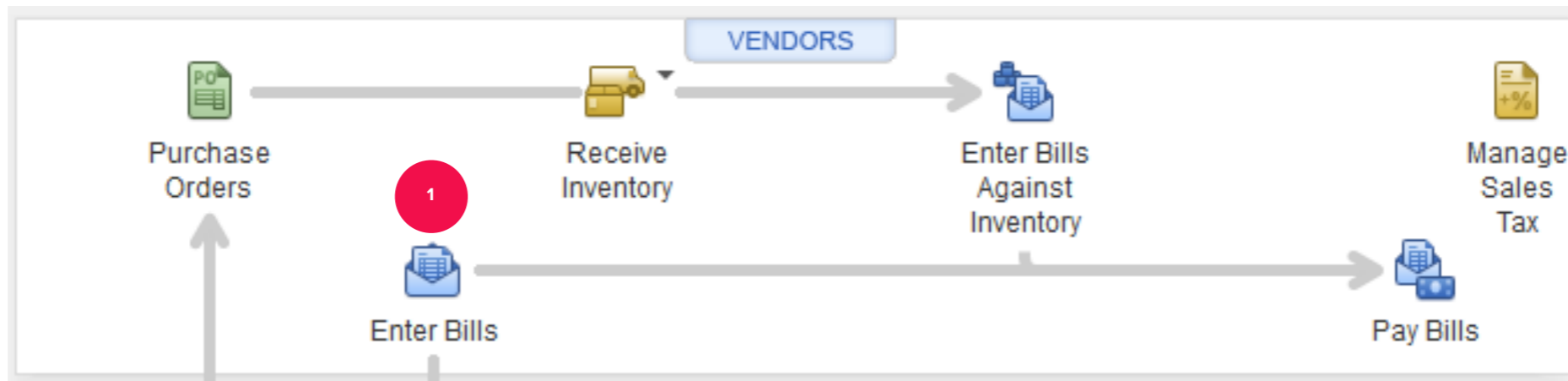
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## Two types of vendor transactions

1. **Enter Bills > Pay Bills.** This is used to record services, such as utilities or accounting services. (Chapter 6)
2. **Enter Purchase Orders > Receive Inventory > Enter Bills Against Inventory > Pay Bills.** This approach is used to record the purchase of inventory items. (Chapter 7)

# ENTER BILLS

- To record services instead of inventory received, use the Enter Bills icon
- Expenses that can be recorded using the Enter Bills window include utilities, insurance, and rent



# PAY BILLS

- After entering the bill, the next step is to pay the bill.





# VENDOR REPORTS

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**QuickBooks provides vendor reports to answer the following questions:**

- **How much do we owe? (Accounts Payable reports)**
- **How much have we purchased? (Purchase reports)**
- **How much inventory do we have? (Inventory reports)**

# VENDOR REPORTS

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**Access vendor reports from:**

- **Report Center**
- **Reports Menu**
- **Vendor Center**

TO LEARN MORE... SEE CHAPTER 6

