

Entering a Vendor Bill (QuickBooks Online)

- 1. Click on the quick-create (plus) icon
- 2. Click on **bill** under the column labeled vendors
- 3. Fill in the bill based on the info received from the vendor



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1. Click on the quick-create (plus) icon

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2. Click or	n bill under t	he column lab	eled vendors	
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Create				
Customers	Vendors	Employees	Other	
Invoice	Expense	Payroll 🎓	Bank Deposit	
Receive Payment	Check	Single Time Activity	Transfer	
Estimate	Bill	Weekly Timesheet	Journal Entry	
Credit Memo	Pay Bills		Statement	
Sales Receipt	Purchase Order		Inventory Qty	
Refund Receipt	Vendor Credit		Adjustment	
Delayed Credit	Credit Card Credit			
Delayed Charge	Print Checks			
	▶ Sho	w less		

3. Fill in the bill based on the info received from the vendor

endor Choose a vendor Pay bills directly from (▼ QuickBooks								\$0.0
lailing address	Terms	Ŧ	Bill date 02/04/2019	Due date 02/04/2019					Bill no.
 Category det 	ails				AMOUNT	RILLARIE	TAX	CUSTOMER	
# CATEGORY	DE	SCRIPTION			Amooni				
# CATEGORY	r DE:	at did you pay fo			ANOONT				Ô
CATEGORY CATEGORY 1 1 2	r De:	at did you pay fo							1
CATEGORY III Add lines Clea Item details	r all lines	iat did you pay fe						Total	50.0
CATEGORY Add lines Clea Item details Memo	e all lines	iat did you pay fo	9ð					Total	50.0