



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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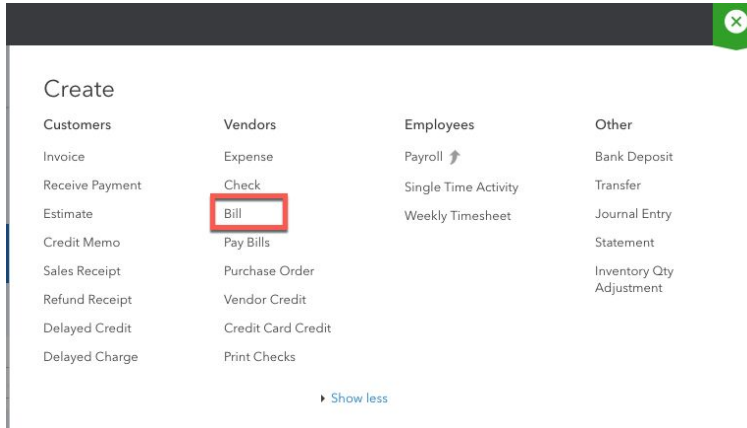


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Bill

Vendor: [Choose a vendor] BALANCE DUE \$0.00

Mailing address: [] Terms: [] Bill date: 02/04/2019 Due date: 02/04/2019 Bill no.: []

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1		What did you pay for?				
2						

Item details

Memo: [] Total \$0.00

Buttons: Cancel, Make recurring, Save, Save and close