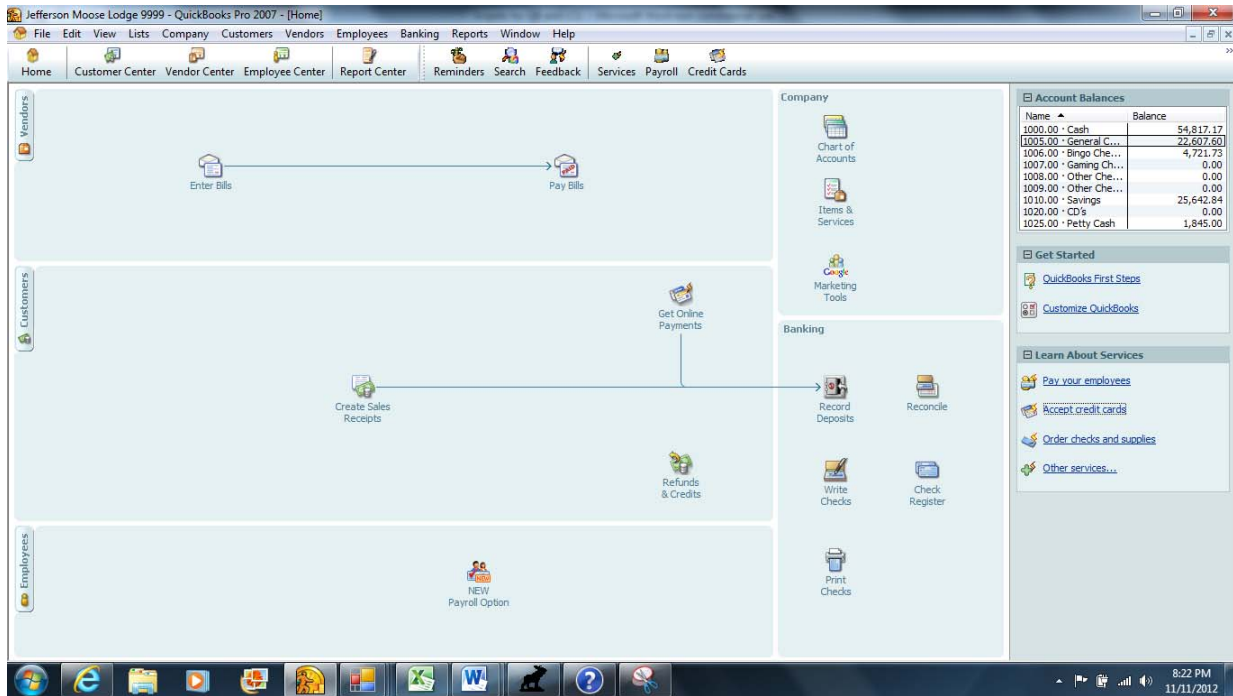


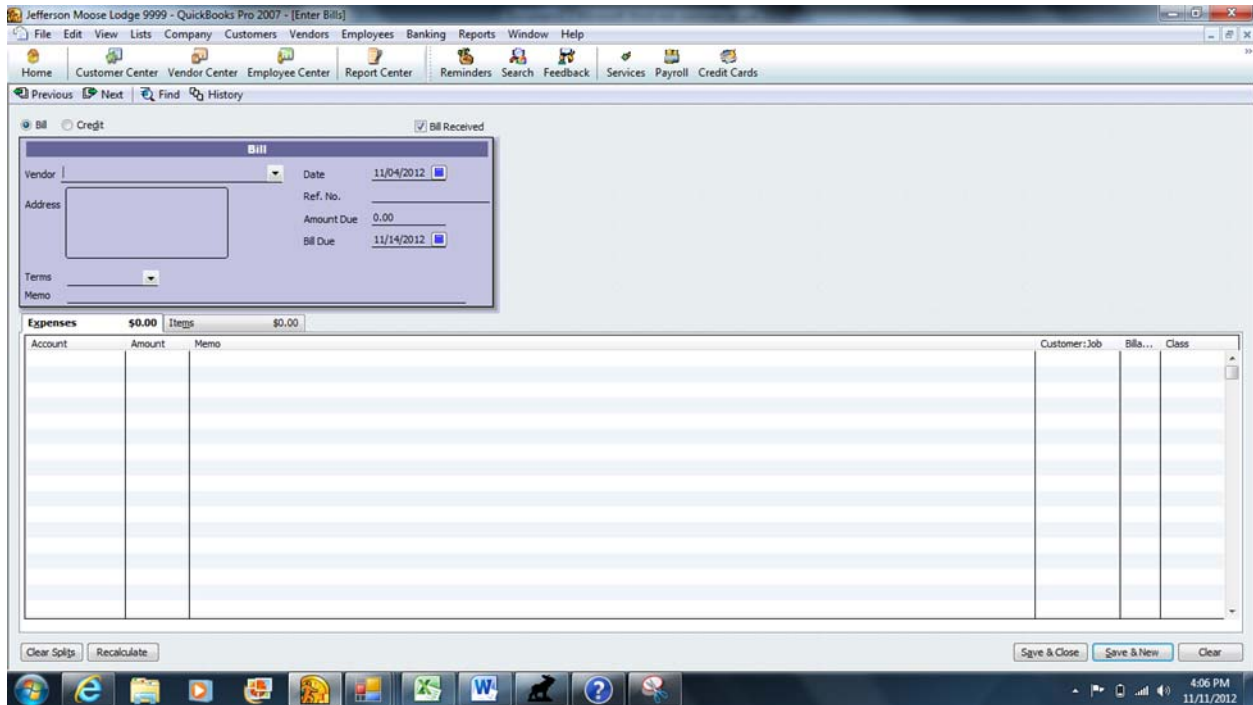
HOW TO LOAD BILLS INTO QUICKBOOKS

Open QuickBooks.

The first page should look like the one below.

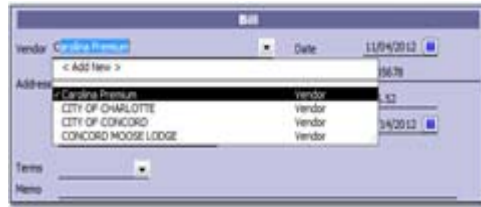


To enter Bills to be paid click on the Enter Bills Icon - . The screen below should appear.



HOW TO LOAD BILLS INTO QUICKBOOKS

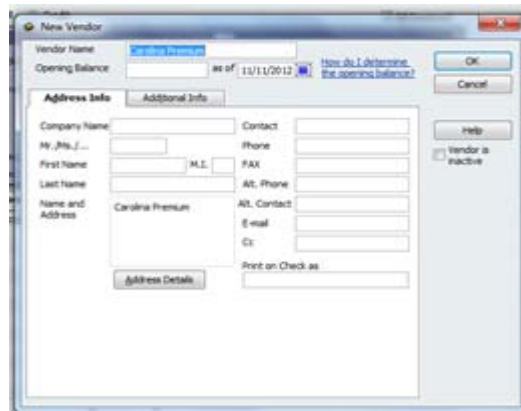
Notice how the cursor is located to the right of Vendor. Begin to type the name of the vendor and if it is in the system it will appear in the drop down box. You can keep typing the vendor name or click on the vendor name.



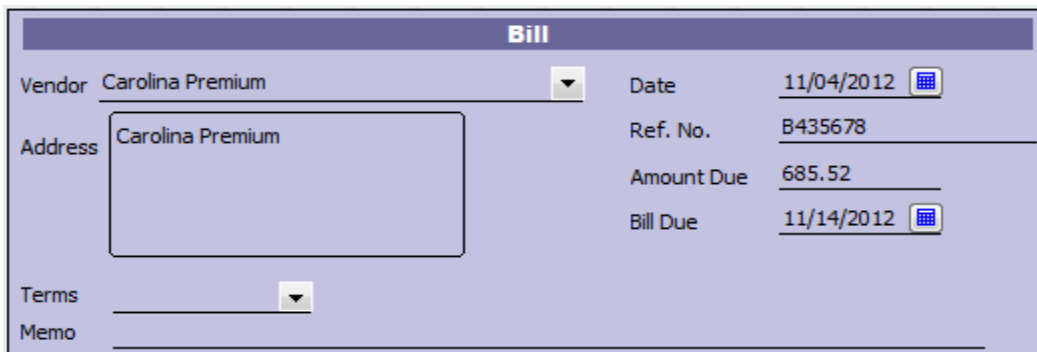
If this is a new vendor you have two options. Type in the vendor name and hit the tab key. You will notice that the following box will appear:



Here you have the option to do a quick add which will just set up the vendor name or you can set up the vendor with additional information as noted below:

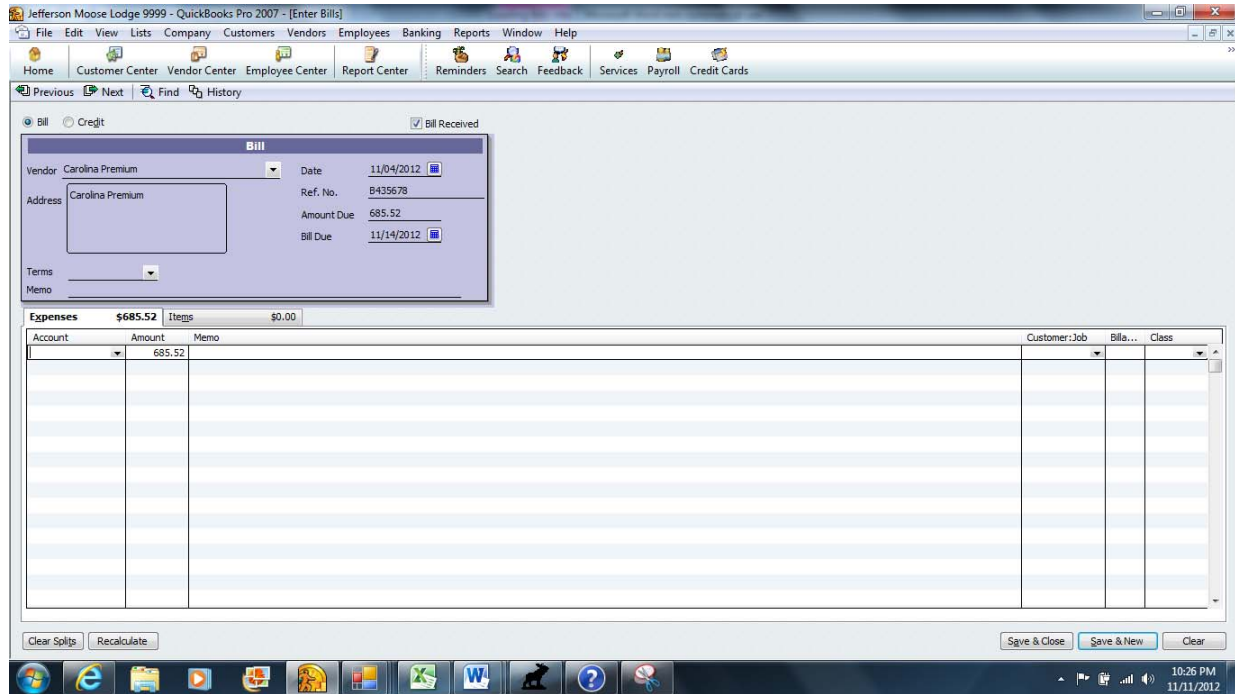


Once the vendor is set up enter the current date, an appropriate reference number, if necessary, the amount that is due the vendor and the bill due date as noted below.

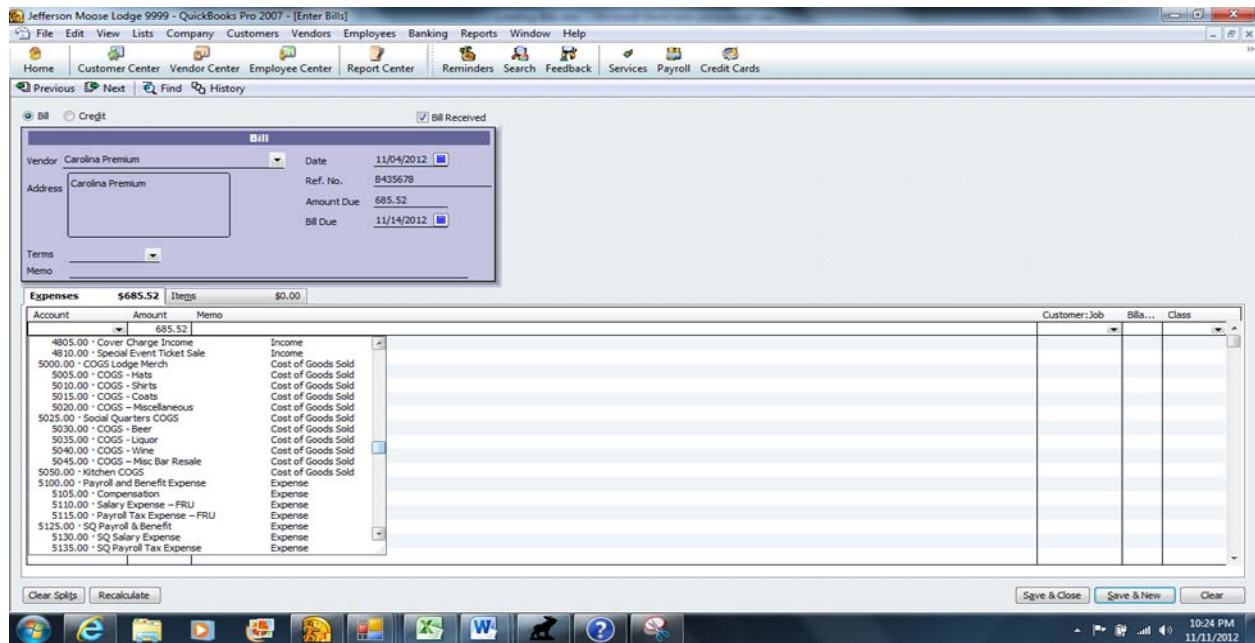


HOW TO LOAD BILLS INTO QUICKBOOKS

Once all the information is put in place hit enter. Notice how the dollar amount has been copied below to the Amount column.

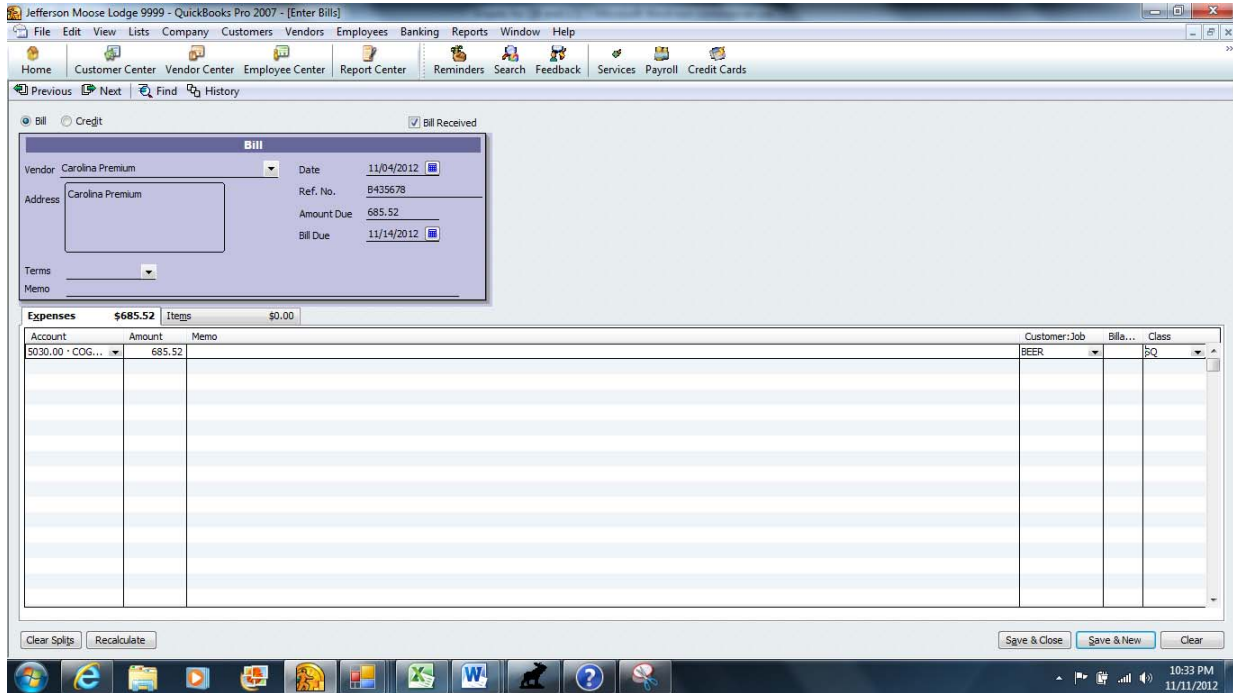


Click on the drop down arrow under the Account heading to display the chart of accounts. Here you will need to pick the proper expense account for this vendor. In this case the account would be 5030.00-COGS-Beer.

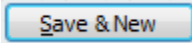
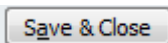


HOW TO LOAD BILLS INTO QUICKBOOKS

In the Memo area you may want to put in what the bill is for. In this case it was for 25 cases. The next field to fill in is the Customer Job. Click on the down arrow and notice what job names appear. In this case Beer would be selected. Finally click the down arrow on the Class Category. As this bill is for the Social Quarters click on SQ. The screen below reflects these inputs.



You have completed entering a bill and now you have the option to move on to the next bill by clicking

 or if there are no more bills to be loaded click .