

Chapter 40 **ENTERING BILLS AND PAYING BILLS**

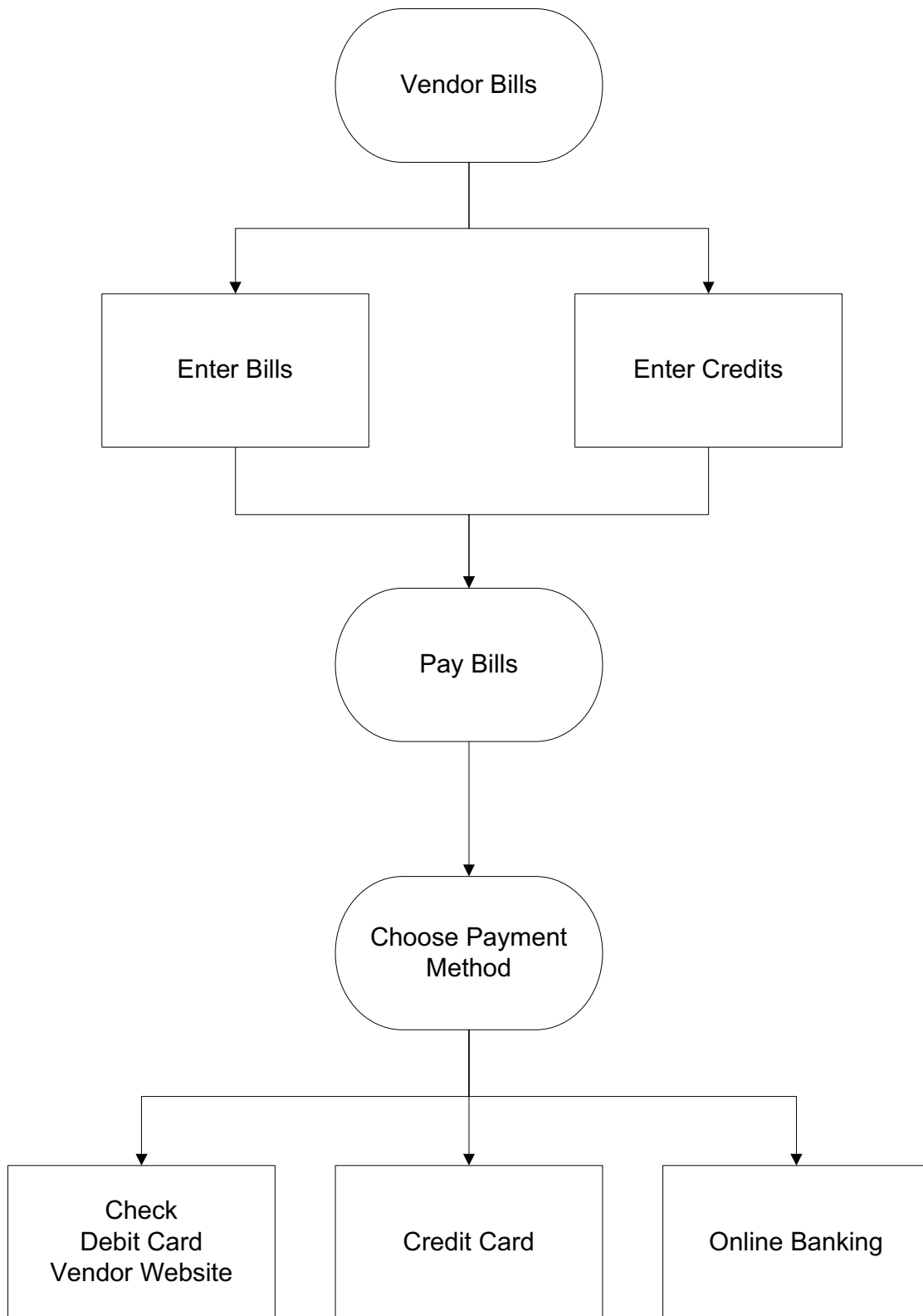
In the previous chapter on work orders, you learned how to enter a bill that was associated with a work order and QuickBooks prefilled the bill with information from the work order. In this chapter, you will learn how to enter a bill that is not associated with a prior work order. Entering a bill allows you to track unpaid bills.

A bill is a document which shows how much you owe to a vendor and what the expense is for. (Remember, in QuickBooks a bill is NOT what someone owes you. It is what you owe someone.) When you enter a bill, you are providing QuickBooks with all of the information about the bill, so the expense categories can be tracked. In addition, the bill will be associated with a property, unit, and tenant where appropriate. In effect, you are re-creating the bill here.

Objectives

Upon completion of this chapter, you will be able to:

- Enter Bills without work orders
- Enter and apply a Vendor Credit
- Pay Bills via checks, credit cards, or online
- Track unpaid bills and paid bills
- View reports



Flow Chart 19 Enter Bills