

QUICKBOOKS ONLINE PLUS: A COMPLETE COURSE 2016

Chapter 4:
Payables
and
Purchases

Lecture Focus

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- Record and Pay Bills
 - ▣ Create Bills
 - ▣ Edit Bills
 - ▣ Prepare Checks Using Pay Bills
- Write Checks for Direct Payment or Purchase
- Create and Use Petty Cash
- Edit and Add Vendors
- Add and Edit Accounts
- Print checks
- Prepare Reports

Lecture Notes

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- ❑ Lecture for Chapter 4 will not match text material
- ❑ Lecture designed to illustrate key points in chapter
- ❑ Examples and coverage may not encompass everything in the chapter
- ❑ In Chapter 4, Beach Barkers is used to illustrate information
- ❑ Lecture for illustrative purposes only—not to be completed by students
- ❑ Do not record transactions illustrated in lecture
- ❑ Google Chrome used for Web browser

Accounting for Payables and Purchases

4

- Purchases, Payables, and Expenses
 - Purchases are for assets/expenses used in the operation of the business
 - Example: Office Supplies
 - Payables are the amounts you owe for purchases on account
 - Example: Amount owed for Office Supplies
 - Expenses are costs incurred in the operation of a business
 - Example: Electricity

Bills, Checks, and Expenses

- Three ways to record purchases and expenses:
 - ▣ Bills and Pay Bills
 - Record a Bill for purchases or expenses that will be paid later
 - Use Pay Bills to pay for the purchase or expense recorded on a bill
 - Marks Bill Paid
 - Automatically Writes Check
 - ▣ Checks
 - Buy and/or pay for something not recorded as a Bill
 - Check prepared in QuickBooks Online for purchase
 - ▣ Expenses
 - Purchase something or pay for an expense using
 - Petty Cash
 - Credit Card
 - Handwritten Check not prepared in QuickBooks Online

Text Training Procedures

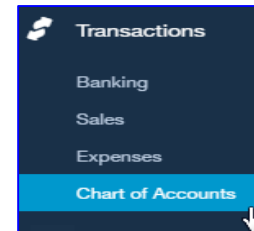
6

- Use Test Drive Company to **Drill** and practice
- Use Your Name's Beach Barkers to **Do**
 - ▣ Record and save entries
 - ▣ Enter Additional Transactions at end of chapter to reinforce
- Print, export to Excel, or submit work as instructed
- Use dates provided in text
- Use 2016 as the year
- Note: Test Drive Company has automatic date changes built into company so dates do not always match

Change Account Name

7

- ❑ Company used for lecture is Your Name's Beach Barkers
- ❑ Change Automobile Expense to Vehicle Expenses
- ❑ Click **Transactions**
- ❑ Click **Chart of Accounts**
- ❑ Click drop-down list arrow and **Edit** for Automobile Expense



Automobile Expense	Expenses	Auto			Run report ▾
Bank Charges	Expenses	Bank Charges			Edit
					Delete

- ❑ Change the Name to **Vehicle Expenses**
- ❑ Click **Save and Close**
 - ❑ If not shown, click the drop-down list arrow next to Save command shown, then click **Save and Close**

Enter Bill


8

- Purchase on Account
 - ▣ Recorded on a Bill
 - ▣ Amount due is paid later using Pay Bills
- Remember:
 - ▣ If recorded as a Bill, must be paid using Pay Bills!
- Transaction:
 - ▣ 03/18/16 Record Bill from Morales Auto Repair for Gasoline (\$79.95) and Auto Repair (\$225.50)

Enter Bill

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- ❑ Click **Plus** icon 
- ❑ Click **Bill** in Vendors Column 
- ❑ Click drop-down list arrow for Choose a vendor
- ❑ Click **Morales Auto Repair**
- ❑ Enter Bill Date: **03/18/16**
- ❑ Enter Bill no.: **762**



The screenshot shows a software interface for entering a bill. At the top, it says "Bill #762" and "BALANCE DUE \$0.00". Below this, there is a dropdown menu for the vendor, currently set to "Morales Auto Repair". The form is divided into several sections: "Mailing address" (Morales Auto Repair, 10451 Culver Boulevard, Culver City, CA 90232), "Terms" (Net 30), "Bill date" (03/18/2016), "Due date" (04/17/2016), and "Bill no." (762).

Mailing address	Terms	Bill date	Due date	Bill no.
Morales Auto Repair 10451 Culver Boulevard Culver City, CA 90232	Net 30	03/18/2016	04/17/2016	762

Enter Bill

10

- Two sections for entry
 - ▣ **Account details** used when entering account information
 - ▣ **Item details** used when entering transaction for an item that you sell
 - Click to collapse
- Complete Account Details Line 1
 - ▣ Click in **ACCOUNT** column and click drop-down list arrow
 - ▣ Click **Vehicle Expenses**
 - ▣ Tab to **AMOUNT**
 - ▣ Enter **79.95**
 - ▣ Press **Tab**

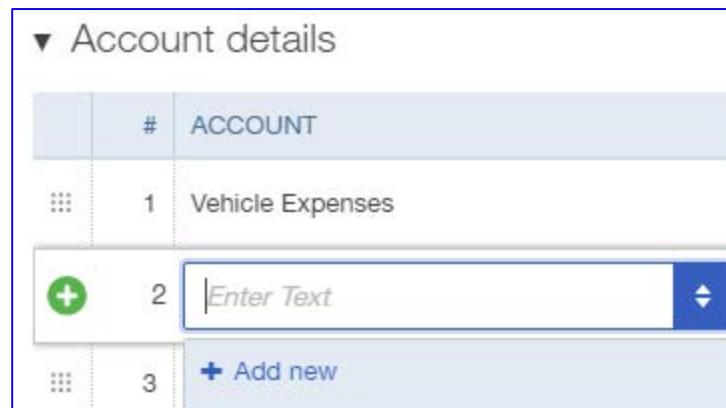
▼ Account details

	#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	
⋮	1	Vehicle Expenses		79.95				🗑️

Enter Bill and Add New Expense Account

11

- Add New Account in Line 2
 - ▣ Click in **ACCOUNT** text box in Line 2
 - ▣ Click drop-down list arrow
 - ▣ Click **+ Add new**



▼ Account details

#	ACCOUNT
⋮ 1	Vehicle Expenses
+ 2	<input type="text" value="Enter Text"/>
⋮ 3	+ Add new

Enter Bill and Add New Expense Account

12

- Enter account information
 - ▣ Type: **Expenses**
 - ▣ Detail Type: **Repair & Maintenance**
 - ▣ Name: **Vehicle Repair**
 - ▣ Subaccount of: **Repair & Maintenance**
 - ▣ Click **Save and Close**

Account

Category Type
Expenses

*Detail Type
Repair & Maintenance
Shipping, Freight & Delivery
Supplies & Materials
Taxes Paid
Travel
Travel Meals
Unapplied Cash Bill Payment Expense
Utilities

*Name
Vehicle Repair

Description

Is sub-account
Repair & Maintenance

Use **Repair & maintenance** to track any repairs and periodic maintenance fees.
You may want different accounts of this type to track different types repair & maintenance expenses (auto, equipment, landscape, and so on).

Cancel Save and Close

Enter Bill and Add New Expense Account

13

- Complete Bill
 - ▣ Tab to **AMOUNT** in Line 2
 - Enter **225.50**
 - ▣ Click in the **Memo** text box
 - Enter **Gasoline and Repair**

View Completed Bill

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□ View the Completed Bill

▣ Note:

- Total of \$305.45
- Item details is collapsed

Bill #762

Morales Auto Repair

BALANCE DUE \$305.45

Mailing address: Morales Auto Repair, 10451 Culver Boulevard, Culver City, CA 90232

Terms: Net 30, Bill date: 03/18/2016, Due date: 04/17/2016, Bill no.: 762

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Vehicle Expenses		79.95			
2	Repair & Maintenance: Vehicle Repair		225.50			

Total \$305.45

Memo: Gasoline and Repair

□ Click **Save and close**

- ▣ If necessary, click the drop-down list arrow to display

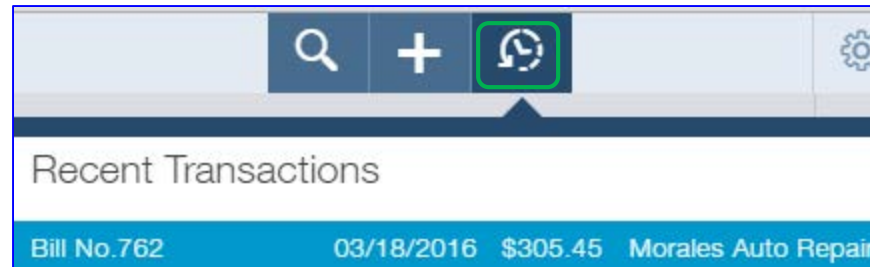
Save and close Ctrl Alt D

Save and new

Edit Bill

15

- Morales Auto Repair change Line 2 amount to **262.50**
- Click the **Recent Transactions** icon
 - List of recent transactions will be shown



- Click **Bill No. 762** for **Morales Auto Repair**

Edit Bill

16

- ❑ Click in **AMOUNT** column for Line 2
- ❑ Change amount to **262.50**
- ❑ Press **Tab**
 - ❑ Note the new **Total** of **\$342.45**

▼ Account details

	#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	
⋮	1	Vehicle Expenses		79.95				🗑
⋮	2	Repair & Maintenance:Vehicle Repair		262.50				🗑

Add lines Clear all lines

▶ Item details

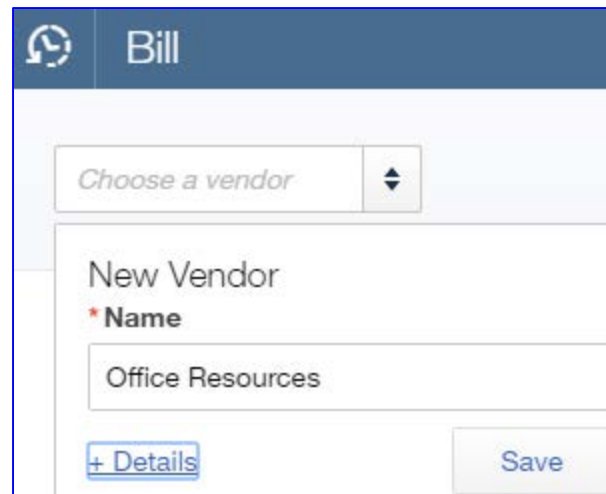
Total \$342.45

- ❑ Click **Save and new**
 - ❑ Click drop-down list arrow if necessary

Add New Vendor

17

- With a new bill on the screen, add a new vendor
 - ▣ Click the drop-down list arrow for Vendor
 - Click **+Add new**
 - Enter New Vendor Name **Office Resources**
 - Click **+ Details**



The screenshot shows a mobile application interface for a 'Bill' form. At the top, there is a dark blue header with a circular refresh icon and the word 'Bill'. Below the header is a light blue section containing a dropdown menu with the placeholder text 'Choose a vendor' and a downward arrow. Below this is a white section titled 'New Vendor'. Under the title, there is a red asterisk followed by the label 'Name'. A text input field contains the text 'Office Resources'. At the bottom of this section, there are two buttons: a blue button with a plus sign and the text '+ Details', and a grey button with the text 'Save'.

Add New Vendor

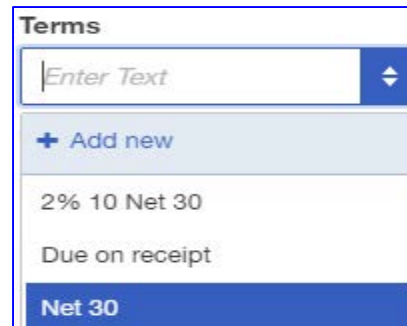
18

- Complete adding new vendor
 - ▣ Tab to First name, highlight **Office**, press **Delete** key
 - ▣ Tab to Last name, highlight **Resources**, press **Delete** key
 - ▣ Click in text box for **Company**
 - ▣ Enter **Office Resources**
 - ▣ Enter Email
 - ▣ Enter Phone
 - ▣ Enter Fax
 - ▣ Enter Address

Add New Vendor

19

- Complete adding new vendor
 - ▣ Click drop-down list arrow for **Terms**
 - ▣ Click **Net 30**



The image shows a screenshot of a web application's 'Terms' dropdown menu. The menu is titled 'Terms' and contains a search input field with the placeholder text 'Enter Text'. Below the search field, there are four options: '+ Add new', '2% 10 Net 30', 'Due on receipt', and 'Net 30'. The 'Net 30' option is highlighted in a dark blue color, indicating it is the selected option.

Add New Vendor

20

- View completed vendor information

Vendor Information

Title	First name	Middle name	Last name	Suffix	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="OfficeResources@supplies.com"/>		
Company					Phone	Mobile	Fax
<input type="text" value="Office Resources"/>					<input type="text" value="(310) 555-4426"/>	<input type="text"/>	<input type="text" value="(310) 555-6244"/>
*Display name as					Other	Website	
<input type="text" value="Office Resources"/>					<input type="text"/>	<input type="text"/>	
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)	Terms	
<input type="text" value="Office Resources"/>					<input type="text"/>	<input type="text" value="Net 30"/>	
Address map					Opening balance	as of	
<input type="text" value="1274 Rose Avenue"/>					<input type="text"/>	<input type="text" value="03/18/2016"/>	
Venice		CA			Account no.	<input type="text" value="Appears in the memo of all payments"/>	
90291		Country			Tax ID	<input type="text"/>	
Notes					<input type="checkbox"/> Track payments for 1099		
<input type="text"/>							

[Privacy](#)

- Click Save

Complete Bill for Prepaid Expenses

21

- Complete the bill for Office Resources
- Transaction:
 - 03/18/16 Purchased \$150 of Office Supplies to have on hand from Office Resources

Accrual-Basis Accounting

22

- Accrual-Basis Accounting used in QuickBooks Online
- Matches income and expenses to the period
 - Income earned when sale is made
 - Expenses incurred when purchase is made

Prepaid Expenses and Expenses

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- Prepaid Expenses are something purchased to have on hand or paid for in advance
 - **Examples:**
 - Office Supplies
 - Insurance
- While on hand these are assets because it is something owned
- Amount used becomes an expense

Purchase Prepaid Expenses

24

- Complete Bill
 - Date **03/18/16**
 - Bill No. **385**
- Line 1
 - Account: **Office Supplies**
 - Click drop-down list arrow
 - Scroll through account list
 - Expenses shown first
 - Click the Asset account **Office Supplies**
 - Amount: **\$150**

Purchase Prepaid Expenses

25

- View completed bill

Bill #385

Office Resources

BALANCE DUE
\$150.00

Mailing address
Office Resources
1274 Rose Avenue
Venice, CA 90291

Terms
Net 30

Bill date
03/18/2016

Due date
04/17/2016

Bill no.
385

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Supplies:Office Supplies		150.00			

▶ Item details

Total \$150.00

- Click **Save and close**

Transaction List by Vendor Report

26

- Prepared to view vendors and transaction details
- To prepare:
 - ▣ Click **Reports** on the Navigation Bar
 - ▣ Click **All Reports**
 - If previous report category shown, click **<All Reports**
 - ▣ Click **Review Expenses and Purchases**
 - ▣ Click **Transaction List by Vendor**

Recommended Frequently Run My Custom Reports Management Reports **All Reports**

< All Reports

Review Expenses and Purchases

A/R Aging Summary

	Current	Total
High	35.00	35.00
Midlevel	35.00	35.00
Low	35.00	35.00

Expenses by Vendor Summary

This report shows your total expenses for each vendor.

[Run](#) | [Customize](#)

Invoice List by Date

Invoice Number	Name	Amount
34	Olyan Waldron	1000
42	Karen Waldron	30
48	Konkles by Kathy	100

Transaction List by Vendor

Lists all transactions by vendor, so you can view your business activities with a specific vendor.

[Run](#) | [Customize](#)

Transaction List by Vendor Report

27

- Enter Report Dates
 - ▣ For lecture example dates are **From 03/15/16 and To 03/18/16**
- Click **Run Report**
 - ▣ Note the two lecture transactions

Your Name's Beach Barkers							
TRANSACTION LIST BY VENDOR							
March 15-18, 2016							
DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	
Morales Auto Repair							
03/18/2016	Bill	762	Yes	Gasoline and Repair	Accounts Payable (A/P)	342.45	
Office Resources							
03/18/2016	Bill	385	Yes		Accounts Payable (A/P)	150.00	

Vendor Credit

28

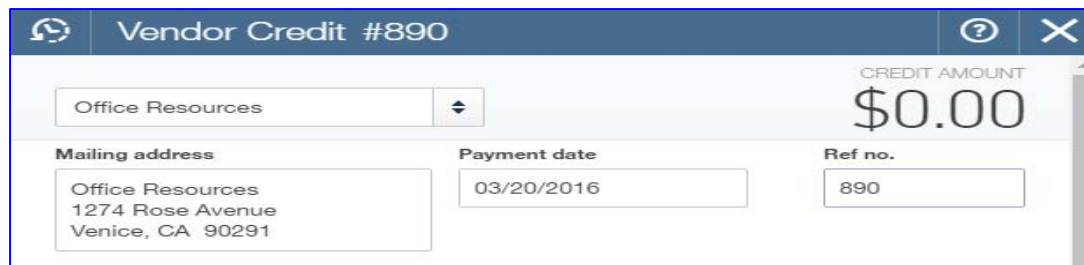
- Prepared to record a reduction to a transaction with a vendor
- Transaction:
 - 3/20/16 Returned five reams of paper received with water damage
 - Received Credit Memo 890 from Office Resources for \$21.55

Vendor Credit

29

- ❑ Click **Plus** icon
- ❑ Click **Vendor Credit** in Vendors column
- ❑ Record Vendor Credit
 - Vendor Name: **Office Resources**
 - Payment Date: **03/20/16**
 - Ref. no.: **890**
 - This is the Credit Memo Number received from Vendor

Vendors
Expense
Check
Bill
Pay Bills
Purchase Order
Vendor Credit



Vendor Credit #890		
Office Resources		CREDIT AMOUNT \$0.00
Mailing address Office Resources 1274 Rose Avenue Venice, CA 90291	Payment date 03/20/2016	Ref no. 890

Vendor Credit

30

- Complete Account Details Line 1
 - ▣ Account: **Office Supplies**
 - Use the Asset account not the Expense account
 - ▣ Amount: **21.55**
 - Do not use a minus sign (–) before the number
 - QuickBooks automatically reduces amount owed
- Memo: **Returned defective paper**
 - ▣ Used to identify reason for transaction

Vendor Credit

31

- View completed Vendor Credit

Vendor Credit #890

Office Resources

CREDIT AMOUNT
\$21.55

Mailing address: Office Resources, 1274 Rose Avenue, Venice, CA 90291

Payment date: 03/20/2016

Ref no.: 890

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Supplies:Office Supplies		21.55			

Add lines Clear all lines

▶ Item details

Total \$21.55

Memo: Returned Defective Paper

- Click **Save and close**

View Vendor Register

32

- ❑ Click **Vendors** on the Navigation Bar
- ❑ Point to **Office Resources**
- ❑ Click when **Office Resources** is blue and underlined
- ❑ Note:
 - ▣ Bill \$150.00
 - ▣ Less Vendor Credit \$21.55
 - ▣ Equals Open Amount \$128.45

DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
03/20/2016	Vendor Credit	890	Office Resources	Supplies:Office Supplies	\$21.55	
03/18/2016	Bill	385	Office Resources	Supplies:Office Supplies	\$150.00	Make payment

Unpaid Bills Report

33

- ❑ Click **Reports** on the Navigation Bar
- ❑ Click **<All Reports** in the Review Expenses and Purchases Category
- ❑ Click **Manage Accounts Payable**
- ❑ Click **Unpaid Bills**
- ❑ View the Lecture Transactions in Unpaid Bills

Your Name's Beach Barkers						
UNPAID BILLS						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Morales Auto Repair						
310-555-1873						
03/18/2016	Bill	762	04/17/2016	32	342.45	342.45
Total for Morales Auto Repair					\$342.45	\$342.45
Office Resources						
(310) 555-4426						
03/18/2016	Bill	385	04/17/2016	32	150.00	150.00
03/20/2016	Vendor Credit	890		0	-21.55	-21.55
Total for Office Resources					\$128.45	\$128.45

Void and Delete Bills

34

- ❑ Lecture Demonstration uses additional transaction not prepared in lecture
- ❑ Point to the Bill for **Quality Insurance**
- ❑ Click when underlined and in blue

Your Name's Beach Barkers						
UNPAID BILLS						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Morales Auto Repair						
310-555-1873						
03/18/2016	Bill	762	04/17/2016	32	342.45	342.45
Total for Morales Auto Repair					\$342.45	\$342.45
Office Resources						
(310) 555-4426						
03/18/2016	Bill	385	04/17/2016	32	150.00	150.00
03/20/2016	Vendor Credit	890		0	-21.55	-21.55
Total for Office Resources					\$128.45	\$128.45
Quality Insurance						
213-555-8175						
<u>03/18/2016</u>	<u>Bill</u>	<u>258</u>	<u>04/17/2016</u>	<u>32</u>	<u>300.00</u>	<u>300.00</u>
Total for Quality Insurance					\$300.00	\$300.00

Void Bill

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- ❑ Must be voided manually
 - ❑ Click in Amount column
 - ❑ Change to **0.00**
 - ❑ Enter Memo: **Void**

Bill #258

Quality Insurance

BALANCE DUE
\$0.00

Make payment

Mailing address: Quality Insurance, 12351 Culver Boulevard, Culver City, CA 90232

Terms: 2% 10 Net 30

Bill date: 03/18/2016

Due date: 04/17/2016

Bill no.: 258

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Prepaid Insurance		0.00			

Add lines Clear all lines

Item details

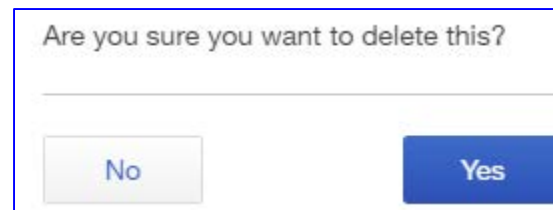
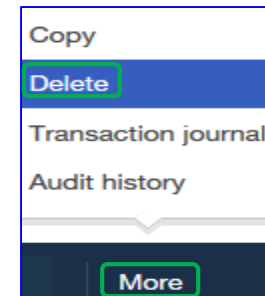
Total \$0.00

Memo: Void

Delete Bill

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- ❑ Click **More** at the bottom of the bill
- ❑ Click **Delete**
- ❑ Click **Yes** on Message



- ❑ Bill removed from all records, reports, and registers

Pay Bills

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- If a purchase or expense recorded as a Bill, must be paid using **Pay Bills**
 - ▣ Marks bill as Paid
 - ▣ Removes amount owed from Accounts Payable
 - ▣ Bill Payment Check automatically written by QuickBooks Online
- Click **Plus** icon
- Click **Pay Bills** in Vendors column
- Record Bill Payments for Office Resources and Morales Auto Repair
 - ▣ Click drop-down list arrow for **Payment account**
 - ▣ Click **Checking**
 - Current Checking Account Balance shown (will not match text)
 - ▣ Enter Payment date: **03/21/16**
 - ▣ Enter Starting check no.: **33**


Pay Bills			
Payment account	Balance	Payment date	Starting check no.
Checking	\$62,048.84	03/21/2016	33

Print later

Pay Bills

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- To select bills for payment, click in the check box for
 - ▣ Office Resources

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Office Resources	385	04/17/2016 	\$150.00	21.55	128.45	\$150.00
1 bill selected				\$150.00	\$21.55	\$128.45	\$150.00
Total payment (USD)				128.45			



▣ Note:

- Disregard red overdue symbol because of lecture dates
- Credit of 21.55 applied to balance due to Office Resources
- Office Resources Payment amount \$128.45

Pay Bills

39

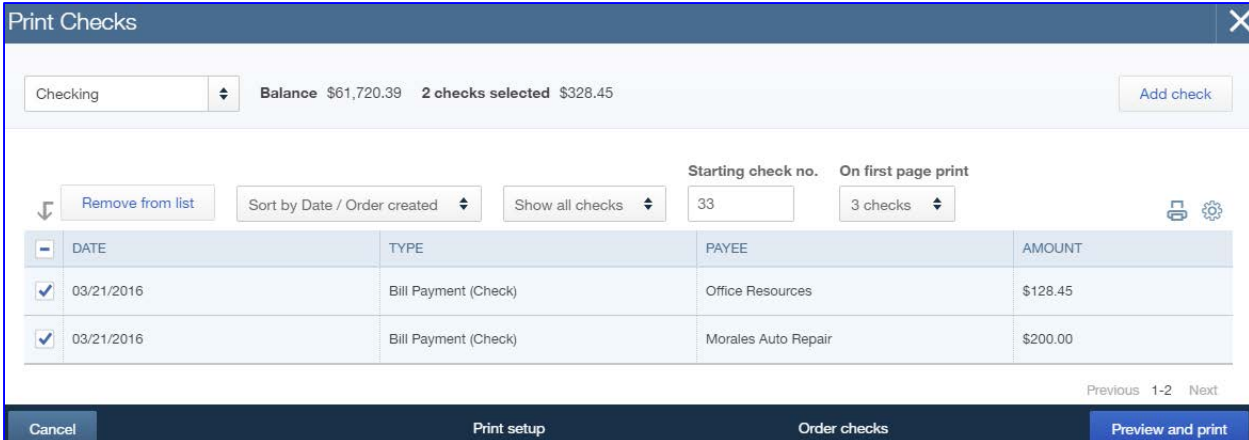
- ❑ Click **Morales Auto Repair**
- ❑ Change Payment to **200.00** to record a Partial Payment
- ❑ Press **Tab**
- ❑ Note:
 - ❑ **Open Balance, Payment, and Total Amount**

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ▲	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input checked="" type="checkbox"/>	Morales Auto Repair	762	04/17/2016 	\$342.45	<i>Not available</i>	200.00	\$200.00
<input checked="" type="checkbox"/>	Office Resources	385	04/17/2016 	\$150.00	21.55	128.45	\$150.00
2 bills selected				\$492.45	\$21.55	\$328.45	\$350.00
Total payment (USD)				328.45			

Print Bill Payment Checks

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- ❑ Click **Save and print**
- ❑ Review Print Checks screen
- ❑ If all correct, click **Preview and print**



The screenshot shows a 'Print Checks' window with the following details:

- Account: Checking
- Balance: \$61,720.39
- 2 checks selected: \$328.45
- Buttons: Add check, Remove from list, Sort by Date / Order created, Show all checks, Starting check no. (33), On first page print (3 checks)
- Table of checks:

DATE	TYPE	PAYEE	AMOUNT
03/21/2016	Bill Payment (Check)	Office Resources	\$128.45
03/21/2016	Bill Payment (Check)	Morales Auto Repair	\$200.00

Navigation: Previous 1-2 Next

Buttons at the bottom: Cancel, Print setup, Order checks, Preview and print

Preview and Print Bill Payment Checks

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- ❑ Preview the two checks
- ❑ If correct, click Print or Print button

Print preview

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

print 1 / 1

03/21/2016

Office Resources **128.45

One hundred twenty-eight and 45/100*****

Office Resources
1274 Rose Avenue
Venice, CA 90291

03/21/2016

Morales Auto Repair **200.00

Two hundred and 00/100*****

Morales Auto Repair
10451 Culver Boulevard
Culver City, CA 90232

Print

Close Print

Preview and Print Bill Payment Checks

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- When finished printing, click **Done** on the message

Did your checks print OK?

Yes, they all printed correctly

Some checks need reprinting, starting with check: 33 ↕

No, keep all checks in the Print Checks list



Don't forget to sign your checks!

Done

Edit Bill Payment Checks Using Vendor Register

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- ❑ Click **Vendors** on the Navigation Bar
- ❑ Click **Morales Auto Repair**
- ❑ Click the **Bill Payment (Check)**




Morales Auto Repair   Edit New transaction ▾

Morales Auto Repair | 10451 Culver Boulevard, Culver City, CA 90232

No notes available. Please click to add notes.

\$142.45 OPEN
\$142.45 OVERDUE

Transaction List | Vendor Details

Batch actions ▾ | Filter ▾   

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	03/21/2016	Bill Payment (Check)	34	Morales Auto Repair		\$200.00	
<input type="checkbox"/>	03/18/2016	Bill	762	Morales Auto Repair	-Split-	\$342.45	Make payment ▾

Edit Bills Using Vendor Register

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- ❑ Bill Payment form prepared by QuickBooks Online for all Bill Payment Checks
- ❑ Enter the Memo: **Partial Payment**

Bill Payment #34

Morales Auto Repair | Checking | Balance \$61,720.39

AMOUNT PAID: \$200.00

Ref no.: 34

Print later:

Amount: 200.00

Mailing address: Morales Auto Repair, 10451 Culver Boulevard, Culver City, CA 90232

Payment date: 03/21/2016

Outstanding Transactions

<input type="checkbox"/>	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Bill # 762 (03/18/2016)	04/17/2016	342.45	342.45	200.00

< First Previous 1-1 of 1 Next Last >

Amount to Apply: \$200.00

Amount to Credit: \$0.00

Clear Payment

Memo: Partial Payment

- ❑ Click **Save and close**
- ❑ Click **Yes** on Linked Transaction message

The transaction you are editing is linked to others. Are you sure you want to modify it?

No Yes

Bill Payment List

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- Report that shows
 - ▣ Bills paid during report dates
 - ▣ How Paid
 - ▣ Check Number (if checking)
 - ▣ Vendor Name
 - ▣ Amount Paid

Bill Payment List

46

- ❑ Click **Reports** on the Navigation Bar
- ❑ Click **Bill Payment List** in the Manage Accounts Payable category
- ❑ Enter Report dates
- ❑ Click **Run Report**

Your Name's Beach Barkers			
BILL PAYMENT LIST			
March 18-21, 2016			
DATE	NUM	VENDOR	AMOUNT
Checking			
03/21/2016	33	Office Resources	-128.45
03/21/2016	34	Morales Auto Repair	-200.00
Total for Checking			\$ -328.45

Write Checks to Pay Bills

47

- Not all bills recorded as a Bill
- Checks may be written to pay routine bills
 - ▣ Example: Utility bills, rent
- Transaction:
 - ▣ 03/22/16 Received bill from Southern California Gas Company for Monthly Gas-Heating, \$175.95

Write Checks to Pay Bills

48

- ❑ Click **Plus** icon
- ❑ Click **Check** in Vendors column
- ❑ Click drop-down list arrow for **Payee**
- ❑ Click **Southern California Gas Company**
- ❑ Account should show **Checking**
- ❑ Enter Payment date:
03/22/16

Vendors
Expense
Check

Check #To print		
Southern California Gas Comp: ▾	Checking ▾	Balance \$61,720.39
Mailing address	Payment date	
Southern California Gas Company 5951 Venice Boulevard Los Angeles, CA 90034	03/22/2016	

Write Checks to Pay Bills

49

- Print Later
 - ▣ Click if not selected
- Complete Account details Line 1:
 - ▣ Account: Gas-Heating (Subaccount of Utilities)
 - ▣ Amount: **175.95**
- Memo: **Monthly Gas-Heating**

Check #To print

Southern California Gas Comp. Checking Balance \$61,720.39 AMOUNT \$175.95

Mailing address: Southern California Gas Company, 5951 Venice Boulevard, Los Angeles, CA 90034

Payment date: 03/22/2016

Check no. To print Print later

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Utilities:Gas-Heating		175.95			

Add lines Clear all lines

Item details

Memo: Monthly Gas-Heating

Total \$175.95

Write Checks to Pay Bills

50

- ❑ Click **Save and new**
- ❑ Click drop-down list arrow for Payee
- ❑ Click **Southern California Gas Company**
- ❑ Auto-fill duplicates the check
- ❑ Click **Save and close**

Void Check

51

- ❑ Void duplicate Check to Southern California Gas Company
 - ❑ Click **Vendors** on the Navigation Bar
 - ❑ Click **Southern California Gas Company**
 - ❑ Click the duplicate check

Southern California Gas Company

Southern California Gas Company | 5951 Venice Boulevard, Los Angeles, CA 90034

No notes available. Please click to add notes.

Transaction List | Vendor Details

Batch actions Filter

<input type="checkbox"/>	DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	03/22/2016	Check		Southern California Gas Company	Utilities:Gas-Heating	\$175.95	Print check
<input type="checkbox"/>	03/22/2016	Check		Southern California Gas Company	Utilities:Gas-Heating	\$175.95	Print check

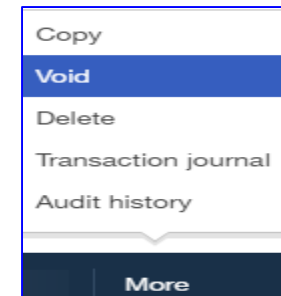
\$0.00 OPEN

\$0.00 OVERDUE

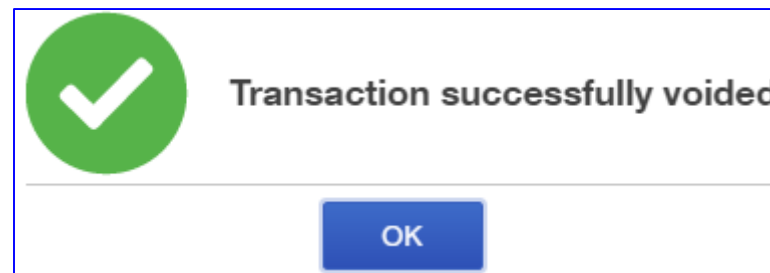
Void Check

52

- ❑ Click **More** at the bottom of the check
- ❑ Click **Void**
- ❑ Click **Yes** on the message



- ❑ Click **OK** on Transaction successfully voided



Void Check

53

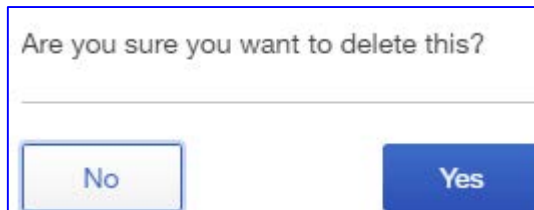
- ❑ View Voided Check in Register
- ❑ Note Total of **\$0.00**

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	03/22/2016	Check		Southern California Gas Company	Utilities:Gas-Heating ▾	\$0.00	
<input type="checkbox"/>	03/22/2016	Check		Southern California Gas Company	Utilities:Gas-Heating ▾	\$175.95	Print check

Delete Check

54

- ❑ Click the Voided check to Southern California Gas Company to Open
- ❑ Click **More** at the bottom of the check
- ❑ Click **Delete**
- ❑ Click **Yes** on the Delete message



Are you sure you want to delete this?

No Yes

Delete Check

55

- ❑ Returned to Vendor Register
- ❑ Duplicate check is no longer shown

Southern California Gas Company   Edit New transaction ▾

Southern California Gas Company | 5951 Venice Boulevard, Los Angeles, CA 90034

No notes available. Please click to add notes.

Transaction List | Vendor Details

Batch actions ▾ Filter ▾   

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	03/22/2016	Check		Southern California Gas Company	Utilities:Gas-Heating	\$175.95	Print check

\$0.00 OPEN
\$0.00 OVERDUE

Edit Checks

56

- ❑ Click remaining check to Southern California Gas Company
- ❑ Change amount to **\$225.59**

Check #To print

Southern California Gas Comp: Checking Balance \$61,544.44 AMOUNT \$225.59

Mailing address: Southern California Gas Company, 5951 Venice Boulevard, Los Angeles, CA 90034

Payment date: 03/22/2016

Check no. To print Print later

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Utilities:Gas-Heating		225.59			

Add lines Clear all lines

Item details

Memo: Monthly Gas-Heating

Total \$225.59

View Audit History

57

- All transaction entries are tracked automatically by QuickBooks Online
- Information for Check for Southern California Gas Company on previous slide is shown
- Click **More**
- Click **Audit History**
 - ▣ View all entries for check

Audit History

History of this transaction: Check ID: 274

Compare

Show all



- ▶ May 19, 5:10 pm Pacific Daylight Time: Edited by Janet Horne
- ▶ May 19, 4:46 pm Pacific Daylight Time: Edited by Janet Horne
- ▶ May 19, 4:45 pm Pacific Daylight Time: Indirect edit by Janet Horne
- ▶ May 19, 4:41 pm Pacific Daylight Time: Added by Janet Horne

View Audit History

58

□ Click Compare

▣ Changes highlighted

Compare view		
Check ID: 274		Show changes only Previous: 3,4 Ne
FIELD	MAY 19, 4:46 PM PACIFIC DAYLIGHT TIME: EDITED...	MAY 19, 5:10 PM PACIFIC DAYLIGHT TIME: EDITED...
TYPE:	Check	Check
NUM:		
DATE:	03/22/2016	03/22/2016
NAME:	Southern California Gas Company	Southern California Gas Company
AMOUNT:	175.95	225.59
CHECK PRINTED:	To be printed	To be printed
MEMO:	Monthly Gas-Heating	Monthly Gas-Heating
Line NO. 0		
CUSTOMER		
DESCRIPTION	Monthly Gas-Heating	Monthly Gas-Heating
BILLABLE	No	No
CLR	Not cleared	Not cleared
MATCH STATUS		
ACCOUNT	Checking	Checking
AMOUNT	-175.95	-225.59
Line NO. 1		

Print Checks

59

- ❑ Click **Plus** icon
- ❑ Click **Print Checks** in the Vendors column
- ❑ Click **Preview and print**

The screenshot shows a 'Print Checks' window. At the top, it displays 'Checking' with a dropdown arrow, a balance of '\$61,494.80', and '1 checks selected \$225.59'. There is an 'Add check' button on the right. Below this, there are controls for 'Remove from list', 'Sort by Date / Order created', 'Show all checks', 'Starting check no.' (set to 35), and 'On first page print' (set to 3 checks). A table lists the selected check with columns for DATE, TYPE, PAYEE, and AMOUNT. The table has two rows: a header row and one data row. At the bottom, there are navigation buttons: 'Cancel', 'Print setup', 'Order checks', and 'Preview and print'.



DATE	TYPE	PAYEE	AMOUNT
03/22/2016	Check	Southern California Gas Company	\$225.59

- ❑ Print following previous instructions

Edit Vendor

60

- Click **Vendors** on the Navigation Bar
- Click **Southern California Gas Company**
- Click the **Edit** button

Southern California Gas Company  	<input type="button" value="Edit"/>
Southern California Gas Company 5951 Venice Boulevard, Los Angeles, CA 90034	

- Make correction to vendor record
 - ▣ **Lecture only: change street address number to 2951**



Address map
2951 Venice Boulevard

- Click **Save**

Edit Vendor

61




- Note the address for the vendor
- Click the check in the Vendor Register to open

Southern California Gas Company   Edit New transaction ▾

Southern California Gas Company | 2951 Venice Boulevard, Los Angeles, CA 90034

No notes available. Please click to add notes.

Transaction List | Vendor Details

Batch actions ▾ Filter ▾   

<input type="checkbox"/>	DATE ▾	TYPE	NO.	PAYEE	CATEGORY
<input type="checkbox"/>	03/22/2016	Check	35	Southern California Gas Company	Utilities:Gas-Heating

\$0.00 OPEN

\$0.00 OVERDUE

Edit Check and Reprint

62

- Note new address
- Add the transaction month (**March**) to Memo

Check #35

Southern California Gas Comp. Checking Balance \$61,494.80 AMOUNT \$225.59

Mailing address: Southern California Gas Company, 2951 Venice Boulevard, Los Angeles, CA 90034

Payment date: 03/22/2016

Check no.: 35

Print later

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Utilities:Gas-Heating		225.59			

Add lines Clear all lines

Item details

Total \$225.59

Memo: Monthly Gas-Heating-March

- Click **Print check**

Edit Check and Reprint

63

- Change the Check Number back to **35**

Print Checks

Checking Balance \$61,494.80 1 checks selected \$225.59 Add check

Remove from list Sort by Date / Order created Show all checks Starting check no. 35 On first page print 3 checks

DATE	TYPE	PAYEE	AMOUNT
03/22/2016	Check	Southern California Gas Company	\$225.59

- Print as previously instructed

Print preview

To print, right-click the preview and select **Print**. Or, click the **Print** icon if you see one below.

03/22/2016

**225.59

Southern California Gas Company

Two hundred twenty-five and 59/100*****

Southern California Gas Company
2951 Venice Boulevard
Los Angeles, CA 90034

Monthly Gas-Heating--March

Close Print

Petty Cash

64

- Cash used to pay for small expenses
 - Examples: Postage due, office supplies
- Get money from bank to keep on hand
 - Two ways to fund the account
 - Write a check in QuickBooks Online and cash it
 - Check recorded for transaction
 - Make cash withdrawal at bank
 - To record withdrawal, transfer money from Checking into Petty Cash
- As cash is used, Petty Cash expenditures are recorded as Expense transactions
- In QuickBooks Online, accompanying receipts may be scanned and attached to transaction

Create Petty Cash Account

65

- Create Petty Cash account
 - ▣ Open **Chart of Accounts**
 - ▣ Click **New**
 - ▣ Category Type: **Bank**
 - ▣ Detail Type: **Cash on hand**
 - ▣ Name: **Petty Cash**
 - ▣ Click **Save and Close**

Account

Category Type
Bank

*Detail Type
Cash on hand
Checking
Money Market
Rents Held in Trust
Savings
Trust account

*Name
Petty Cash

Description

Is sub-account

Enter parent account

Balance as of
03/23/2016

Use a **Cash on hand** account to track cash your company keeps for occasional expenses, also called petty cash.

To track cash from sales that have not been deposited yet, use a pre-created account called **Undeposited funds**, instead.

Cancel Save and Close

Fund Petty Cash Account

66

- Click **Plus** icon
- Click **Transfer** in the **Other** column
 - ▣ Click drop-down list arrow for **Transfer Funds From**
 - ▣ Click **Checking**
 - ▣ Click drop-down list arrow for **Transfer Funds To**
 - ▣ Click **Petty Cash**
 - ▣ Enter Transfer Amount **100**
 - ▣ Enter Date **03/23/16**
 - ▣ Enter Memo **Establish Petty Cash**

Transfer	
Transfer Funds From	Balance
<input type="text" value="Checking"/>	\$61,644.80
Transfer Funds To	Balance
<input type="text" value="Petty Cash"/>	\$0.00
Transfer Amount	Date
<input type="text" value="100.00"/>	<input type="text" value="03/23/2016"/>
Memo	
<input type="text" value="Establish Petty Cash Fund"/>	

Use Petty Cash

67

- Transaction:
 - ▣ Pay Office Resources for paper \$6.47 to be used immediately to prepare flyers
- Record Petty Cash transaction
 - ▣ Click **Plus** icon
 - ▣ Click **Expense**

Use Petty Cash

68

□ Record the Expense Transaction

■ Vendor: **Office Resources**

■ Account: **Petty Cash**

■ Payment date: **03/23/16**

■ Payment Method: **Cash**

■ Complete Line 1

■ Account: **Office Supplies Expense**

■ Paper to be used immediately is an expense not an asset

■ Amount: **6.47**

■ Memo: **Paper for Flyers**

■ Click **Save and close**

Expense

Office Resources Petty Cash Balance \$100.00 AMOUNT \$6.47

Payment date: 03/23/2016 Payment method: Cash Ref no.:

Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	Supplies Expense:Office Supplies Expense		6.47			

Add lines Clear all lines

Item details

Total \$6.47

Memo: Paper for Flyers

View Petty Cash Account Register

69

- ❑ Open the Chart of Accounts
- ❑ Click View Register for Petty Cash Account
- ❑ Note:
 - ▣ Transfer of \$100
 - ▣ Payment of \$6.47
 - ▣ Balance of \$93.53

< Back to Chart of Accounts

Bank Register Petty Cash

ENDING BALANCE \$93.53 Reconcile

▼ All

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	BALANCE
03/23/2016	Expense	Office Resources Supplies Expense:Office Supplies Expense	Paper for Flyers	\$6.47			\$93.53
01/23/2016	Transfer	Checking	Establish Petty Cash		\$100.00		\$100.00

Purchase Asset with Company Check

70

- ❑ Check may be written for purchases
- ❑ Transaction:
 - ▣ 03/23/16 Write Check to purchase printer from Office Resources for \$754.92
- ❑ Click **Plus** icon
- ❑ Click **Check** in Vendors column
- ❑ Payee: **Office Resources**
- ❑ Account: **Checking**
 - ▣ Balance shown will not match text
- ❑ Date: **03/23/16**

Check #To print		AMOUNT	
Office Resources	Checking	Balance \$61,544.80	\$0.00
Mailing address	Payment date	Check no.	
Office Resources 1274 Rose Avenue Venice, CA 90291	03/23/2016	To print	
		<input checked="" type="checkbox"/> Print later	

Purchase Asset with Company Check

71

- Complete Account details Line 1
 - Account: **Office Equipment: Original Cost**
 - Printer is equipment
 - Original Cost for asset is increased
 - Original Cost is subaccount of Office Equipment
 - Amount: **754.92**
- Memo: **Purchase Printer**
- Print check

▼ Account details

#	ACCOUNT	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER	
1	Office Equipment:Original cost		754.92				🗑️

▶ Item details

Total \$754.92

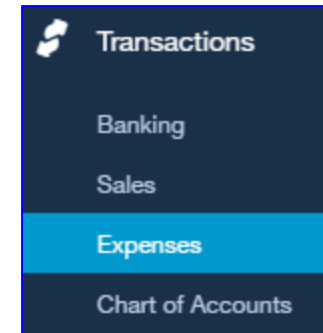
Memo

Purchase Printer

View Expenses

72

- To view expense transactions
 - ▣ Click **Transactions** on Navigation Bar
 - ▣ Click **Expenses**
 - All recorded expense transactions shown
 - Transactions shown may be
 - Bills
 - Bill Payment Checks
 - Checks
 - Expenses



View Expenses

73

- Note:
 - ▣ Bill for Partial Payment shows Status **Overdue** (because of lecture dates)
 - ▣ Bill that was paid through Pay Bills Status is **Paid**
 - ▣ Vendor Credit is shown
 - ▣ Bill Payment (Check) Status is **Applied** because applied to a bill
 - ▣ Check Status is **Paid** because transaction not recorded on a bill
 - ▣ Expense Status is **Paid** because Petty Cash used for payment

Expense Transactions										Print Checks	New transaction
Filter											
Batch actions											
DATE	TYPE	NO.	PAYEE	CATEGORY	BALANCE	TOTAL	STATUS	ACTION			
<input type="checkbox"/>	03/18/2016	Bill	762	Morales Auto Repair	-Split-	\$142.45	\$342.45	Overdue	Make payment		
<input type="checkbox"/>	03/18/2016	Bill	385	Office Resources	Supplies:Office Supplies	\$0.00	\$150.00	Paid			
<input type="checkbox"/>	03/20/2016	Vendor Credit	890	Office Resources	Supplies:Office Supplies	\$0.00	\$21.55				
<input type="checkbox"/>	03/21/2016	Bill Payment (Check)	33	Office Resources		\$0.00	\$128.45	Applied			
<input type="checkbox"/>	03/21/2016	Bill Payment (Check)	34	Morales Auto Repair		\$0.00	\$200.00	Applied			
<input type="checkbox"/>	03/23/2016	Check	36	Office Resources	Office Equipment:Original cost	\$0.00	\$754.92	Paid			
<input type="checkbox"/>	03/22/2016	Check	35	Southern California Gas Company	Utilities:Gas-Heating	\$0.00	\$225.59	Paid			
<input type="checkbox"/>	03/23/2016	Expense		Office Resources	Supplies Expense:Office Supplies	\$0.00	\$6.47	Paid			

Vendor Balance Summary

74

- Report shows unpaid balances for vendors
- Click **Reports** on Navigation Bar
- Click **All Reports**
- Click category **Manage Accounts Payable**
- Click **Vendor Balance Summary**
 - Shows all vendors with unpaid balances
 - All Bills in lecture are paid except for **Morales Auto Repair**

Your Name's Beach Barkers	
VENDOR BALANCE SUMMARY	
All Dates	
	TOTAL
Morales Auto Repair	142.45
TOTAL	\$142.45

Unpaid Bills

75

- ❑ To see which bills have not been paid, prepare Unpaid Bills Report
- ❑ Click **Reports** on Navigation Bar
- ❑ Click **Unpaid Bills** in Manage Accounts Payables

Your Name's Beach Barkers						
UNPAID BILLS						
All Dates						
DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Morales Auto Repair 310-555-1873						
03/18/2016	Bill	762	04/17/2016	34	342.45	142.45
Total for Morales Auto Repair					<u>\$342.45</u>	<u>\$142.45</u>
TOTAL					<u>\$342.45</u>	<u>\$142.45</u>

Transactions List by Vendor

76

- ❑ Shows transactions recorded for each vendor
- ❑ Click **Reports**
- ❑ Access **Review Expenses and Purchases** report category
- ❑ Click **Transaction List by Vendor**
- ❑ Enter Dates: Lecture From **03/18/16** To **03/23/16**
- ❑ Click **Run Report**

Transactions List by Vendor

77

□ Analyze Report

■ View transactions for each vendor

- Morales Auto Repair: Bill and Bill Payment (Check)
- Office Resources: Bill, Vendor Credit, Bill Payment (Check), Expense, and Check
- Southern California Gas Company: Check

Your Name's Beach Barkers							
TRANSACTION LIST BY VENDOR							
March 18-23, 2016							
DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	
Morales Auto Repair							
03/18/2016	Bill	762	Yes	Gasoline and Repair	Accounts Payable (A/P)	342.45	
03/21/2016	Bill Payment (Check)	34	Yes	Partial Payment	Checking	-200.00	
Office Resources							
03/18/2016	Bill	385	Yes		Accounts Payable (A/P)	150.00	
03/20/2016	Vendor Credit	890	Yes	Returned Defective Paper	Accounts Payable (A/P)	-21.55	
03/21/2016	Bill Payment (Check)	33	Yes		Checking	-128.45	
03/23/2016	Expense		Yes	Paper for Flyers	Petty Cash	-6.47	
03/23/2016	Check	36	Yes	Purchase Printer	Checking	-754.92	
Southern California Gas Company							
03/22/2016	Check	35	Yes	Monthly Gas-Heating--March	Checking	-225.59	

Check Detail Report

78

- Provides detailed information about Checks prepared and Petty Cash used to pay for purchases, bills, and expenses
- Click **Reports** on the Navigation Bar
- Select category **Review Expenses and Purchases**
- Click **Check Detail**
- Enter report dates
 - ▣ Lecture dates From **03/18/16** To **03/23/16**
- Click **Run Report**

Analyze Check Detail Report

79

- Shows transactions for **Checking** and **Petty Cash**
 - ▣ Checking shows Transaction Type: Bill Payment (Check) and Check transactions
 - ▣ Petty Cash shows Transaction Type: Expense
 - ▣ Some Amounts have a – and others do not

Your Name's Beach Barkers						
CHECK DETAIL						
March 18-23, 2016						
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking						
03/21/2016	Bill Payment (Check)	33	Office Resources			-128.45
						-128.45
03/21/2016	Bill Payment (Check)	34	Morales Auto Repair	Partial Payment		-200.00
						-200.00
03/22/2016	Check	35	Southern California Gas Company	Monthly Gas-Heating--March		-225.59
						225.59
03/23/2016	Check	36	Office Resources	Purchase Printer		-754.92
						754.92
Petty Cash						
03/23/2016	Expense		Office Resources	Paper for Flyers		-6.47
						6.47

Analyze Check Detail

80

- Amounts with – mean a decrease to account
- Amounts without minus mean an increase to account
- Analyze:
 - Bill Payment decreases amount owed for Accounts Payable and Checking so a – is in front of both amounts

Checking					
03/21/2016	Bill Payment (Check)	33	Office Resources		-128.45
					-128.45
03/21/2016	Bill Payment (Check)	34	Morales Auto Repair	Partial Payment	-200.00
					-200.00

Analyze Check Detail

81

- Check to pay for heating: Checking decreased – is used, the Expense is increased no –

Checking						
03/22/2016	Check	35	Southern California Gas Company	Monthly Gas-Heating--March	-225.59	
						225.59

- Check to purchase printer: Checking decreased – is used, Asset is increased no –

Checking						
03/23/2016	Check	36	Office Resources	Purchase Printer	-754.92	
						754.92

- Expense paid by Petty Cash: Petty Cash decreased – used, Expense increased no –

Petty Cash						
03/23/2016	Expense		Office Resources	Paper for Flyers	-6.47	
						6.47

Journal

82

- ❑ Shows all transactions in Debit/Credit format
- ❑ Click **Reports** on Navigation Bar
- ❑ Click **All Reports** or **<All Reports**
- ❑ Select **Accountant Reports** for Report Category
- ❑ Click **Journal**
- ❑ Enter dates: Lecture From **03/18/16** To **03/23/16**
- ❑ Click **Run Report**

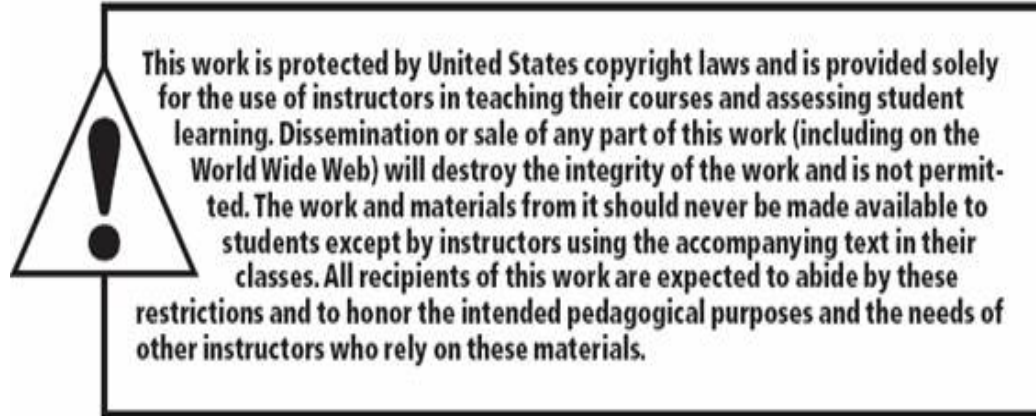
Journal

83

□ View report

▣ Note accounts used and amounts for Debits and Credits

Your Name's Beach Barkers								
JOURNAL								
March 18-23, 2016								
DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	DEBIT	CREDIT	
03/18/2016	Bill	762	Morales Auto Repair	Gasoline and Repair	Accounts Payable (A/P) Vehicle Expenses Repair & Maintenance:Vehicle Repair	\$79.95 \$262.50	\$342.45	
						\$342.45	\$342.45	
03/18/2016	Bill	385	Office Resources		Accounts Payable (A/P) Supplies:Office Supplies	\$150.00	\$150.00	
						\$150.00	\$150.00	
03/20/2016	Vendor Credit	890	Office Resources	Returned Defective Paper	Accounts Payable (A/P) Supplies:Office Supplies	\$21.55	\$21.55	
						\$21.55	\$21.55	
03/21/2016	Bill Payment (Check)	33	Office Resources		Checking Accounts Payable (A/P)	\$128.45	\$128.45	
						\$128.45	\$128.45	
03/21/2016	Bill Payment (Check)	34	Morales Auto Repair	Partial Payment	Checking Accounts Payable (A/P)	\$200.00	\$200.00	
						\$200.00	\$200.00	
03/22/2016	Check	35	Southern California Gas Company	Monthly Gas-Heating--March	Checking Utilities:Gas-Heating	\$225.59	\$225.59	
						\$225.59	\$225.59	
03/23/2016	Expense		Office Resources	Paper for Flyers	Petty Cash Supplies Expense:Office Supplies Expense	\$6.47	\$6.47	
						\$6.47	\$6.47	
03/23/2016	Check	36	Office Resources	Purchase Printer	Checking Office Equipment:Original cost	\$754.92	\$754.92	
						\$754.92	\$754.92	
TOTAL						\$1,829.43	\$1,829.43	



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