

**Sample Client
QuickBooks[®] Reference Guide**

Published by
Small Business CFO, Inc.
47-01 Greenpoint Ave., #130
Sunnyside, NY 11104

Copyright © 2005 by Small Business CFO, Inc., Sunnyside, NY

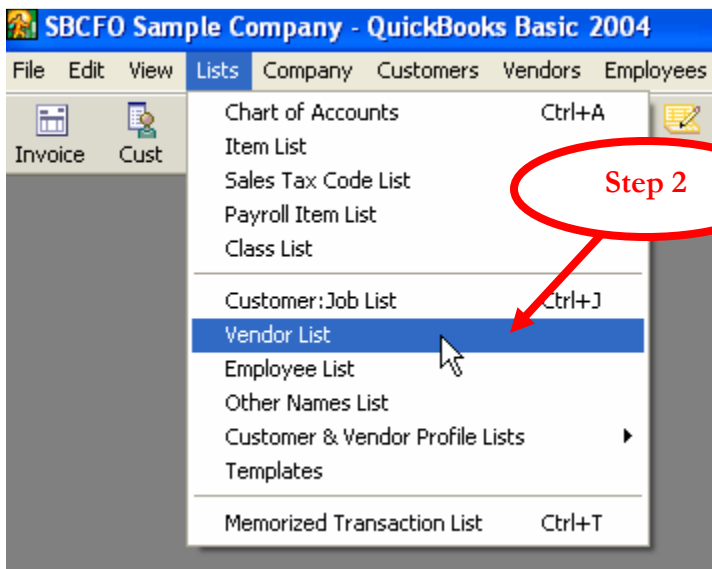
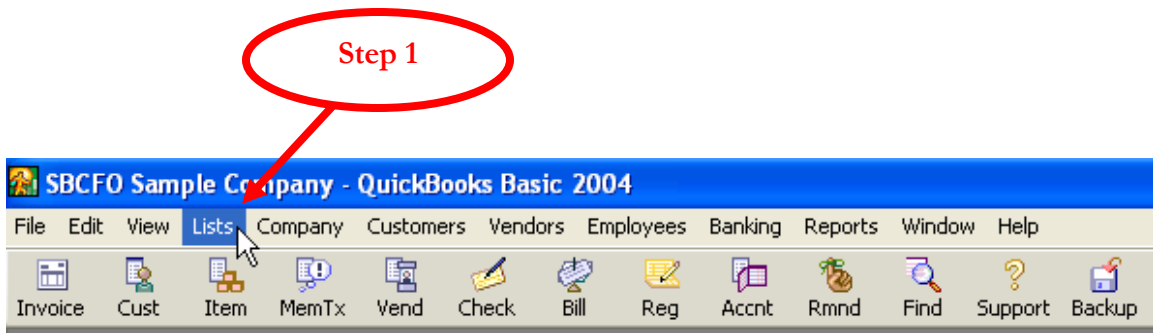
QuickBooks® is a trademark or registered trademark of Intuit Corporation. All other trademarks are property of their respective owners. Small Business CFO, Inc. is not associated with any product or vendor mentioned in this booklet.

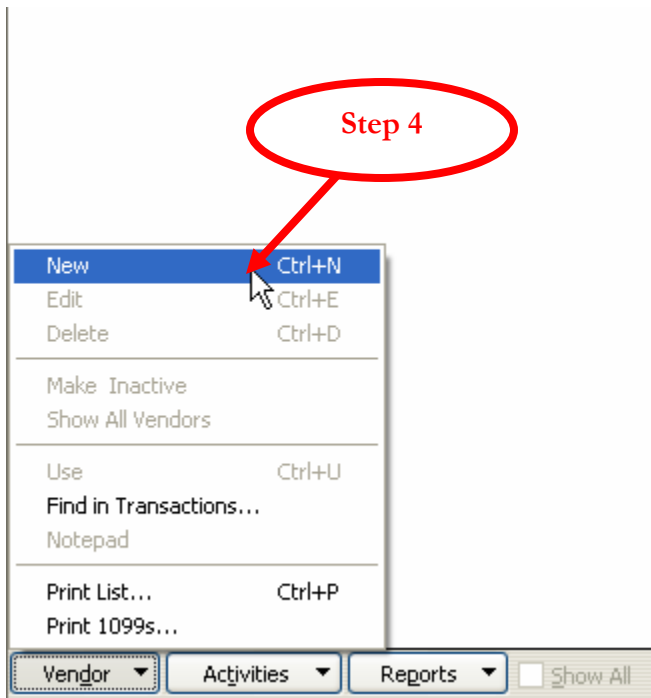
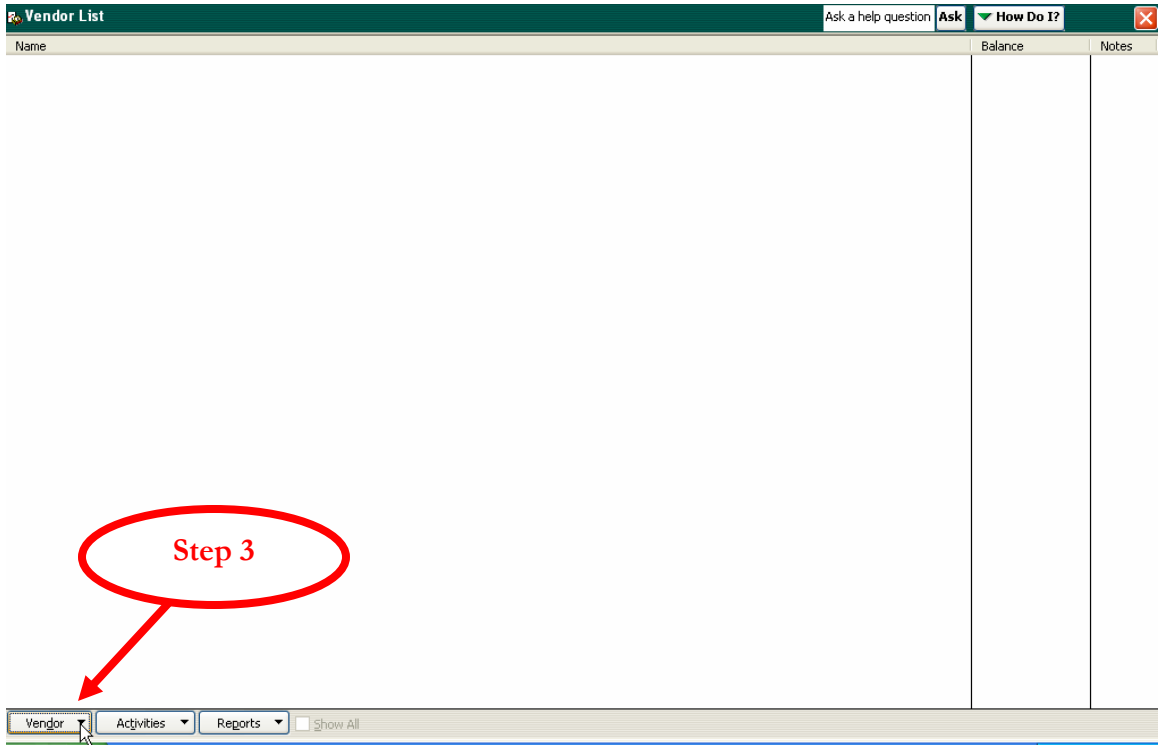
Table of Contents

How to Set Up a New Vendor	1
How to Enter a Bill from a Vendor	4

How to Set Up a New Vendor

1. On the menu, click on *Lists*
2. On the menu, then click on *Vendor List*
3. The Vendor screen will appear; click on the *Vendor* button
4. Click on *New*
5. In the box that appears, fill in the various fields (*although only the name is required*)
6. Click on the *OK* button





New Vendor

Vendor Name:

Opening Balance: as of [How do I determine the opening balance?](#)

Address Info | Additional Info

Company Name: Contact:

Mr./Ms./...: Phone:

First Name: M.I.: FAX:

Last Name: Alt. Ph.:

Address:

Alt. Contact:

E-mail:

Print on Check as:

Vendor is inactive

Step 5

New Vendor

Vendor Name:

Opening Balance: as of [How do I determine the opening balance?](#)

Address Info | Additional Info

Company Name: Contact:

Mr./Ms./...: Phone:

First Name: M.I.: FAX:

Last Name: Alt. Ph.:

Address:

Alt. Contact:

E-mail:

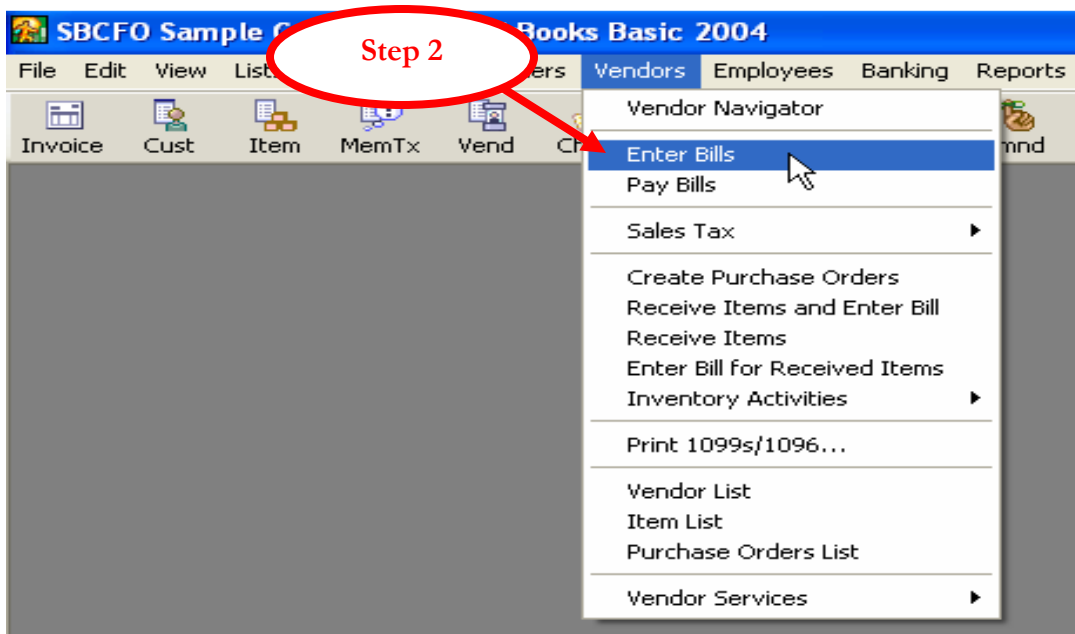
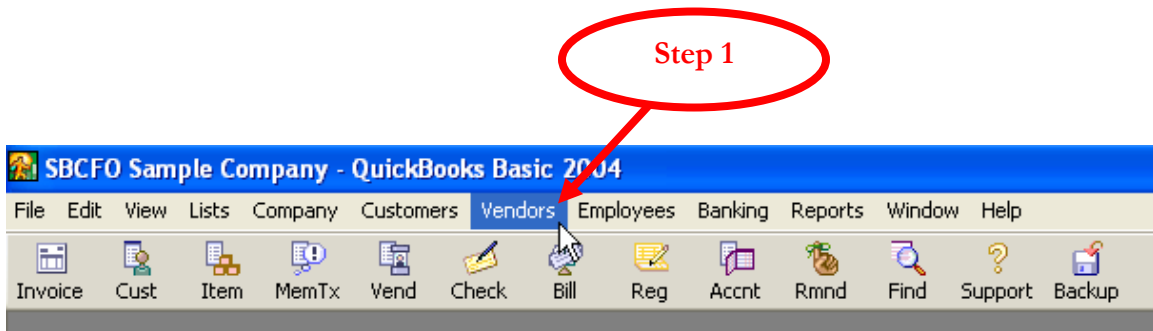
Print on Check as:

Vendor is inactive

Step 6

How to Enter a Bill from a Vendor

1. Click on the menu item *Vendors*
2. Then click on *Add Bills*
3. In the Enter Bill box that appears, enter:
 - Vendor
 - Date
 - Bill Due
 - Amount Due
 - Account
 - Amount
4. Then click on either *Save & Close* (because you're finished entering bills) or *Save & New* (because you have more bills to enter)



Enter Bills

Previous Next

Bill Credit Bill Received

Bill

Vendor Bell Telephone Date 05/16/2005
 Bill Due 05/26/2005
 Amount Due 85.27
 Terms Ref. No. AZ20075

May 2005 invoice

Expenses \$85.27 Items \$0.00

Account	Amount	Memo
Telephone and Fax	85.27	

Step 3

Step 3b

Step 3c

Step 3d

Step 3e

Step 3f

Enter Bills Ask a help question Ask How Do I?

Previous Next Find History

Bill Credit Bill Received

Bill

Vendor Bell Telephone Date 05/16/2005
 Bill Due 05/26/2005
 Amount Due 85.27
 Terms Ref. No. AZ20075

Memo May 2005 invoice

Expenses \$85.27 Items \$0.00

Account	Amount	Memo	Customer:Job	Class
Telephone and Fax	85.27			

Clear Splits Recalculate Save & Close Save & New Clear

Step 4