SECTION 6.1 SATNAV

QB SatNav

QB SETTINGS

Company Settings
Chart of Accounts

QB TRANSACTIONS

> Money in  Money out >

Banking
Customers & Sales
Vendors & Expenses
Employees & Payroll

QB REPORTS

Reports
• Vendor Navigation
• Vendor List
• Vendor Transactions
• Vendor Reports
VENDOR NAVIGATION

2 main steps to processing expense transactions for services using QuickBooks:

1. Enter Bills
2. Pay Bills
The Vendor List contains information for each vendor, such as address, telephone number, and credit terms.

Vendor information is entered in the Vendor List and then QuickBooks automatically transfers the vendor information to the appropriate forms.
Two types of vendor transactions

1. **Enter Bills > Pay Bills.** This is used to record services, such as utilities or accounting services. (Chapter 6)

2. **Enter Purchase Orders > Receive Inventory > Enter Bills Against Inventory > Pay Bills.** This approach is used to record the purchase of inventory items. (Chapter 7)
ENTER BILLS

- To record services instead of inventory received, use the Enter Bills icon
- Expenses that can be recorded using the Enter Bills window include utilities, insurance, and rent
After entering the bill, the next step is to pay the bill.
VENDOR REPORTS

QuickBooks provides vendor reports to answer the following questions:

• How much do we owe? (Accounts Payable reports)
• How much have we purchased? (Purchase reports)
• How much inventory do we have? (Inventory reports)
VENDOR REPORTS

Access vendor reports from:

• Report Center
• Reports Menu
• Vendor Center
TO LEARN MORE... SEE CHAPTER 6