Create a Bill from a Supplier QuickBooks Online

1. Click the Plus sign that is on the top right hand corner of your QBO screen

2. The Create screen will pop up; click **Bill** with your mouse that you find under the Suppliers.

Create

Customers	Suppliers	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Cheque	Weekly Timesheet	Transfer
Quote	Bill		Journal Entry
Adjustment Note	Pay Bills		Statement
Sales Receipt	Purchase Order		Inventory Qty Adjustment
Refund Receipt	Supplier Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

3. A blank Bill will open, start by completing the header of the bill by
   a. Selecting the **Supplier** that the account is from. You can either type their name or click the and create a new supplier if you haven't
   b. In the **Bill Date** box enter the date shown on the tax invoice
   c. In the **Bill No** box enter the invoice number from the suppliers invoice
   d. At the **Amounts Are** click the drop down arrow and select if the figures you are going to enter are tax inclusive or exclusive. The easiest way is to look at how your supplier has written up their account and choose the option that matches that. For example if the amounts of the suppliers invoice have the GST already in the cost shown then I choose **Inclusive of Tax**. If GST is showing separately then I choose **Exclusive of Tax**

Bill

BALANCE DUE

A$0.00

A			

Choose a supplier

Mailing address   Terms   Bill date   Due date

B

19/10/2018   19/10/2018

Bill no.

C

D

Amounts are   Exclusive of Tax

4. In the body of the Bill complete the **Category Details**. You can use the lines to split out the bill into as much detail as you need.

   a. In the **Category** box type the name of the expense account or click the down arrow to find the one you need.

   b. **Description =** enter any details that help explain what the bill is for

   c. **Amount** how much of the total bill amount you need to allocate to either that expense category or GST code.

   d. Keep entering the Line details until the Total of your Bill equals the total shown on the suppliers Tax Invoice.

▼ Category details

		CATEGORY	DESCRIPTION		AMOUNT	GST	
A		Registration and insurance	Truck Rego 2019	B	246.84	GST on purchases	🗑
⠿	2	Registration and insurance	Truck Rego 2019		2,732.16	GST free purchases	🗑
⠿	3						🗑

C

[Add lines] [Clear all lines]

▶ Item details

Memo

	Subtotal	A$2,979.00
Includes GST @ 10% on 224.40		22.44
Includes GST @ 0% on 2,732.16		0.00
D	Total	A$2,979.00

Check that the GST amount and the total of the Balance Due for your invoice is how you want it.

5. Check that the Amount of GST matches that on the original invoice

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	GST	
1	Boat Fuel	Boat Fuel	5	2	10.00	GST on purchases	🗑
2							🗑

Add lines   Clear all lines

Subtotal	A$10.00
Includes GST @ 10% on 9.09	0.91
Total	A$10.00

6. When you are happy that your invoice total and GST amount agree to the suppliers paperwork press the **Save** button on the bottom right hand corner of the QBO screen

Save   Save and new ▼

Cheers,

Kerry Casanova, CPA