1-888-793-0357
In this article you will learn how to enter and pay bills.

QuickBooks Online makes it easy to record and pay bills, which you receive from the vendors when they are due.

How to enter bills?
The first thing you need to do is record your bills:

Click on the Plus icon (+) present on the Toolbar.
Select Bill under Vendors.
Select a Vendor / Vendor on the Bill page.
From the drop-down list, select the bill's terms.
Terms indicate that when your vendor expects the payment.
Check the date of bill and then specify the date that is due for the bill.
The date of the bill when it was created is the bill date, entered, or received.
The due date is the date of payment when the payment is to be made to the vendor.
Enter a number or reference in the bill no. field to differentiate the bill from others from the same vendor.
From the drop-down list choose a location to assign the bill to a specific business segment or work site.
To see this field, you have to turn on location tracking.
Click on Save.
Now you can decide whether to pay the bill from the Pay Bills or Check page as the bill is entered into the system.
Navigate the Pay Bills screen

The Pay Bills screen lets you pay multiple bills. It also lets you track bills that you have entered and the ones that are due. You’ll need to know the following to
sort and filter the list found on the Pay Bills page:
Filtering: The list shows bills due within the previous 365 days automatically. From the Filter icon (the funnel), you can use the options available to filter the list. You can filter for:

- On a certain Due Date bills due
- Bills in a specified date range
- Bills due on or before a certain date (enter the date in the to field and leave the From field empty.)
- Bills that are only for a specific Payee
- Bills which are from a specific Locations (In Account and Settings if you have turned on location tracking)
- Bills which are in overdue status only.

Sorting: Select the header of that column to sort by a particular column. Select the header again to sort in the descending order. The Pay Bills list by can be sorted by:

- Payee
- Ref. No.
- Due Date
- Open Balance columns
The next time you open the page the list will be sorted in the same way as the Pay Bills page remembers your sorting preference.
If you are being paid by your organization for your work then there are certain facilities for which you need to pay from your monthly earning which is called deduction. This policy is pre set by the organization in which you get the payment after the pre set amount is deducted. What they do is, they update certain criteria before drafting the payroll structure for the employees about how much needs to be deducted and for what.

This information is often mentioned in the policies document or agreement paper of every employee.
1. In your QuickBooks go to the Toolbar.
2. Click on the Gear Icon there which is for settings.
3. Scroll down to Payroll Settings.
4. After which you choose Pay Schedules.
5. Under which you will see the Deductions/Contributions section.
6. There click on Add a New Deduction/Contribution.
7. You will find an option Category with a drop down menu.
8. You may choose the required categories for the same. For instance Insurance, Pension plan, medical facility or Other Deductions.
9. All the categories that you select here are for the Type field.
10. For Insurance, pension plan or medical facility you will be needed to enter the provider information. For Other Deduction you will need to enter description for the deduction or contribution. This information will be printed on the employee’s payment slip.
11. After all the information is filled click on OK to save the policy and proceed.
If case you face any issue further or have any question you are recommended to contact QuickBooks Payroll Support Number @ 1-888-793-0357 representative for further assistance.
I AM JAYDEN SMITH
Thanks!

ANY QUESTIONS?

Contact US: 1-888-793-0357
Website: [http://quickbookssupportnumber.flazio.com/](http://quickbookssupportnumber.flazio.com/)