

Finding Bills and Bill Payments

In this article, we'll show you several ways to find information as well as how to follow the audit trail to learn additional details. Always start with the information you know; then follow the trail to the information you need.

Finding the bill to identify the check that paid it

Suppose that you have a bill and need to know which check paid it; for example, a vendor calls and claims you didn't pay the bill but you believe you did. First, you must find the bill in QuickBooks, because the bill will lead you to the check that paid it.

Although there are many ways to find a bill, we like using the new *Vendor Center* in QuickBooks 2006. On the *Vendors* tab, click the vendor; QuickBooks displays all the transactions for the selected vendor during the fiscal year (see **Figure 1**).

You also can use the *Simple Find* window shown in **Figure 2**). To display this window, open the **Edit** menu and click **Find**; then, click the **Simple** tab. From the *Transaction Type* list, select **Bill** and then select the vendor. In the *Ref. No.* box, type the reference number of the vendor's bill. If you don't have a reference number, leave the field blank; QuickBooks will display all transactions

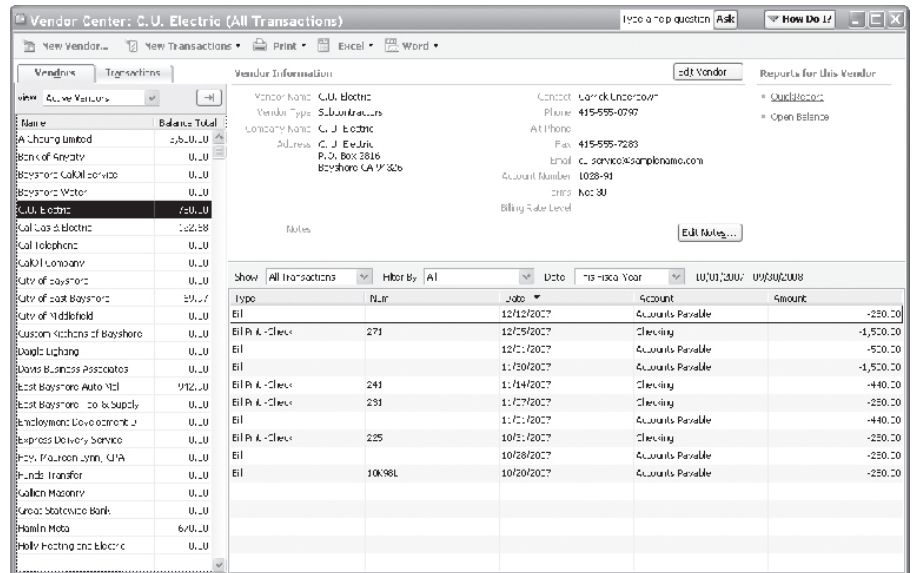


Figure 1. Click the vendor in the *Vendor Center* to display all transactions for the vendor during the fiscal year.

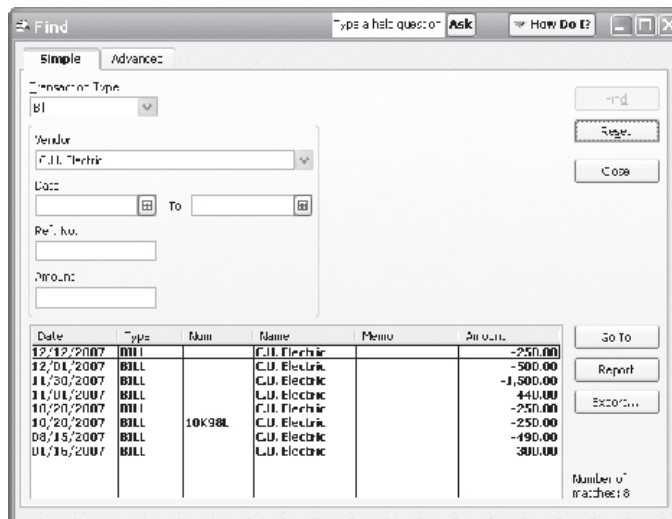


Figure 2. You also can use the *Simple* tab of the *Find* window to find a bill.



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for the selected vendor.

Once you find the bill, you need to display it in the *Enter Bills* window. In either the *Vendor Center* or the *Find* window, double-click the transaction; QuickBooks displays it in the *Enter Bills* window (see **Figure 3**).

Once you display the bill, you can follow the audit trail to find the check that paid it. Click the **History** button to display the *Transaction History - Bill* window and see the payment information

(see **Figure 4**). If necessary, you can click the **Go To** button to display the check in the *Bill Payments* window.

Finding the Bills Paid by a Check

Suppose that you've got the check information in hand, and you need to see what bill(s) the check paid. Using the check amount and the account on which it was drawn, you can find the check in the Register.

From the *Chart of Accounts* list, open the register for the bank account on which the check was written. Then, click the **Go To** button (see **Figure 5**); in the *Which Field* list, select **Amount**. Type the

amount in the **Search for** box and click **Prev** (QuickBooks searches from the end of the register back to the beginning).

When QuickBooks highlights the transaction (it will probably have

a transaction type of **BILLPMT**, the transaction QuickBooks creates when you write a check that pays a bill), you can double-click the check and QuickBooks will display the check

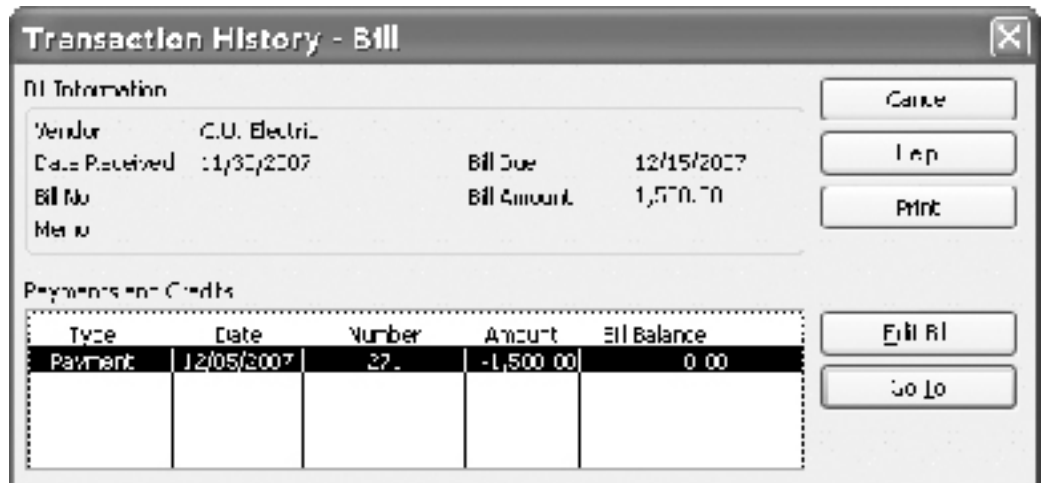
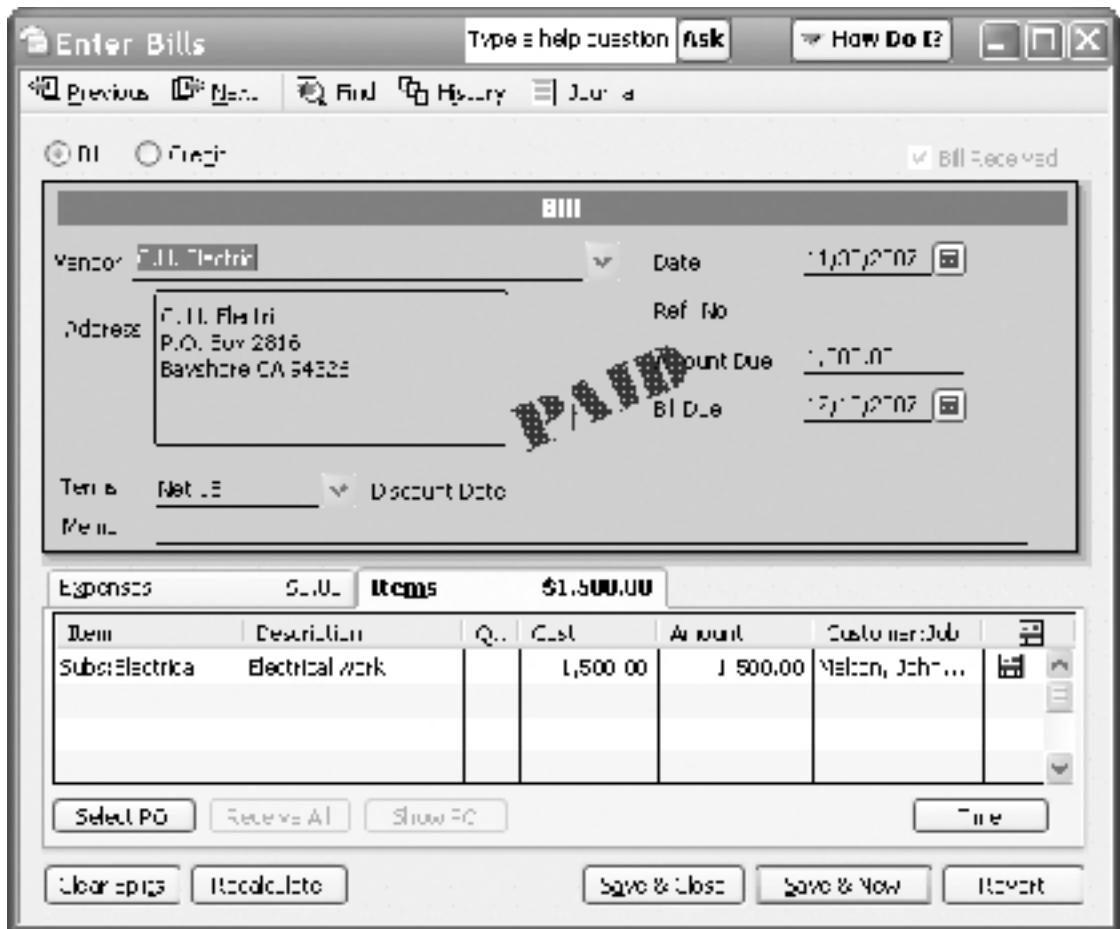


Figure 4. Click the **History** button to see information about the check that paid the bill.

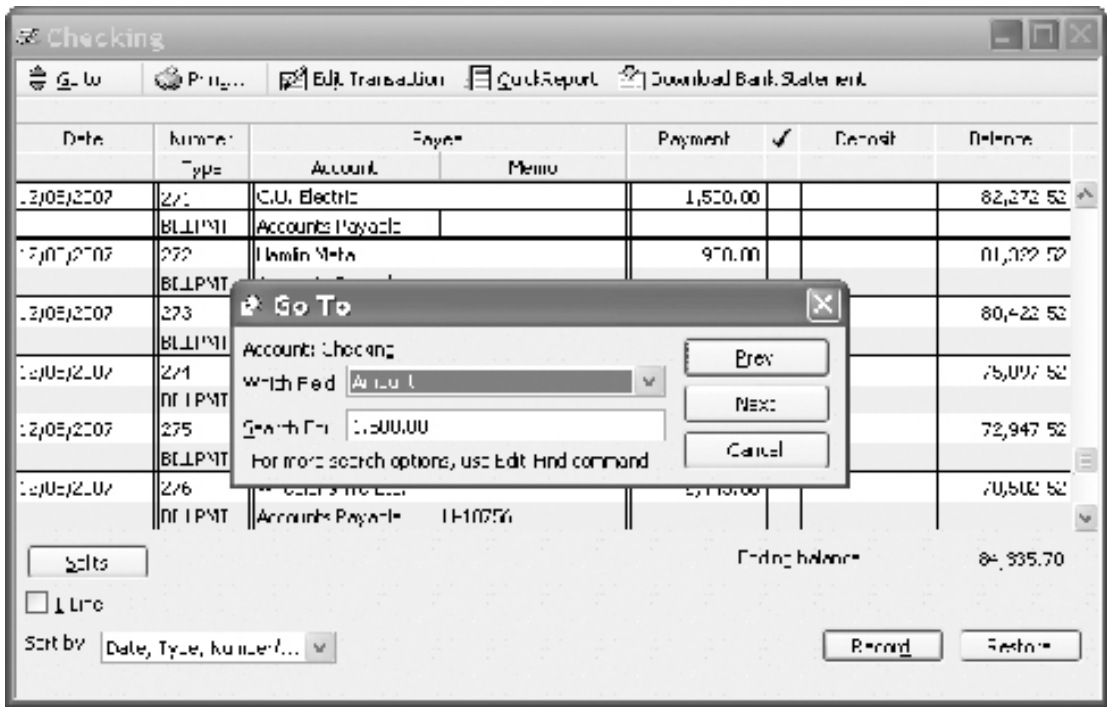


Figure 5. Search for a check from the register.

in the *Bill Payments* window (see **Figure 6**).

In the *Bill Payments* window, you can click the **History** button, and QuickBooks will display the list of bills paid by the check in the *Transaction History* window; you can highlight a bill and click the **Go To** button to display the bill in the *Enter Bills* window.

Summary

The tips we've provided here will save you time when you need to find bills and bill payments, whether you're looking for a check that paid a particular bill, or if you must find the bills paid by a particular check. ♦

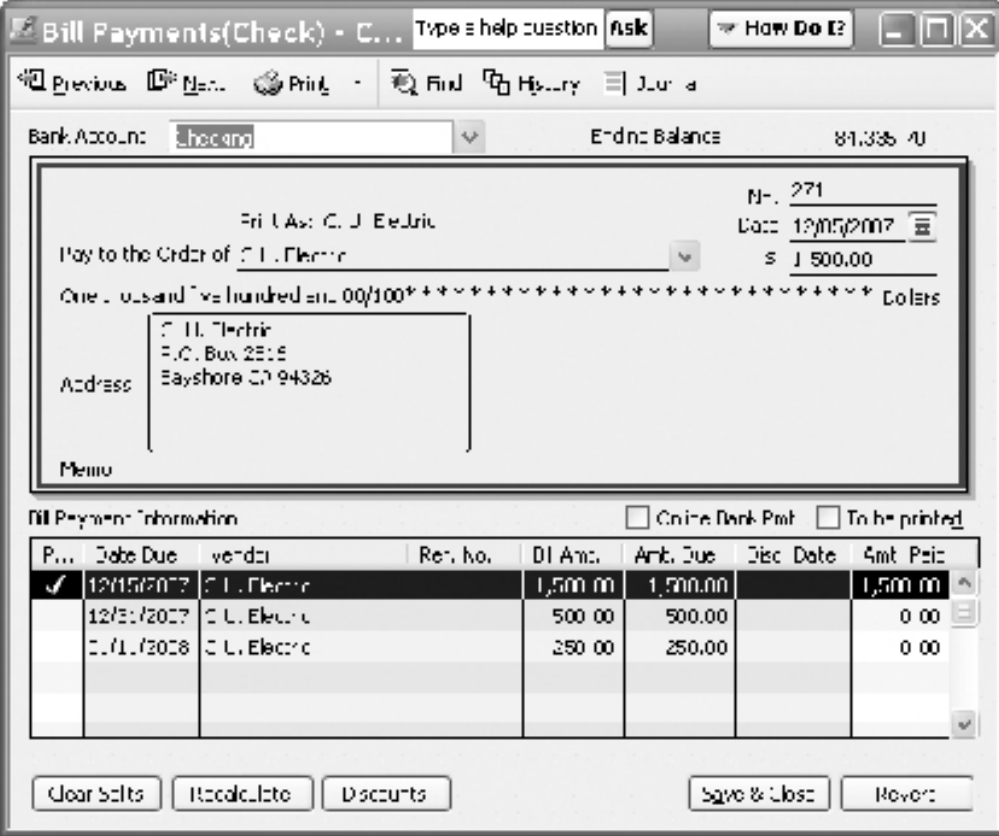


Figure 6. QuickBooks displays checks written to pay bills in the **Bill Payments** window.

Q&A: The Employee List

Q The employee list in QuickBooks Pro is alphabetized by the employee's first name. Is there a way to change it to alphabetical by last name?

A Open the Edit menu and click Preferences. Click Payroll & Employees on the left side of the dialog box and

then click the Company Preferences tab. In the Display Employee List by section, click Last Name (see Figure 1).

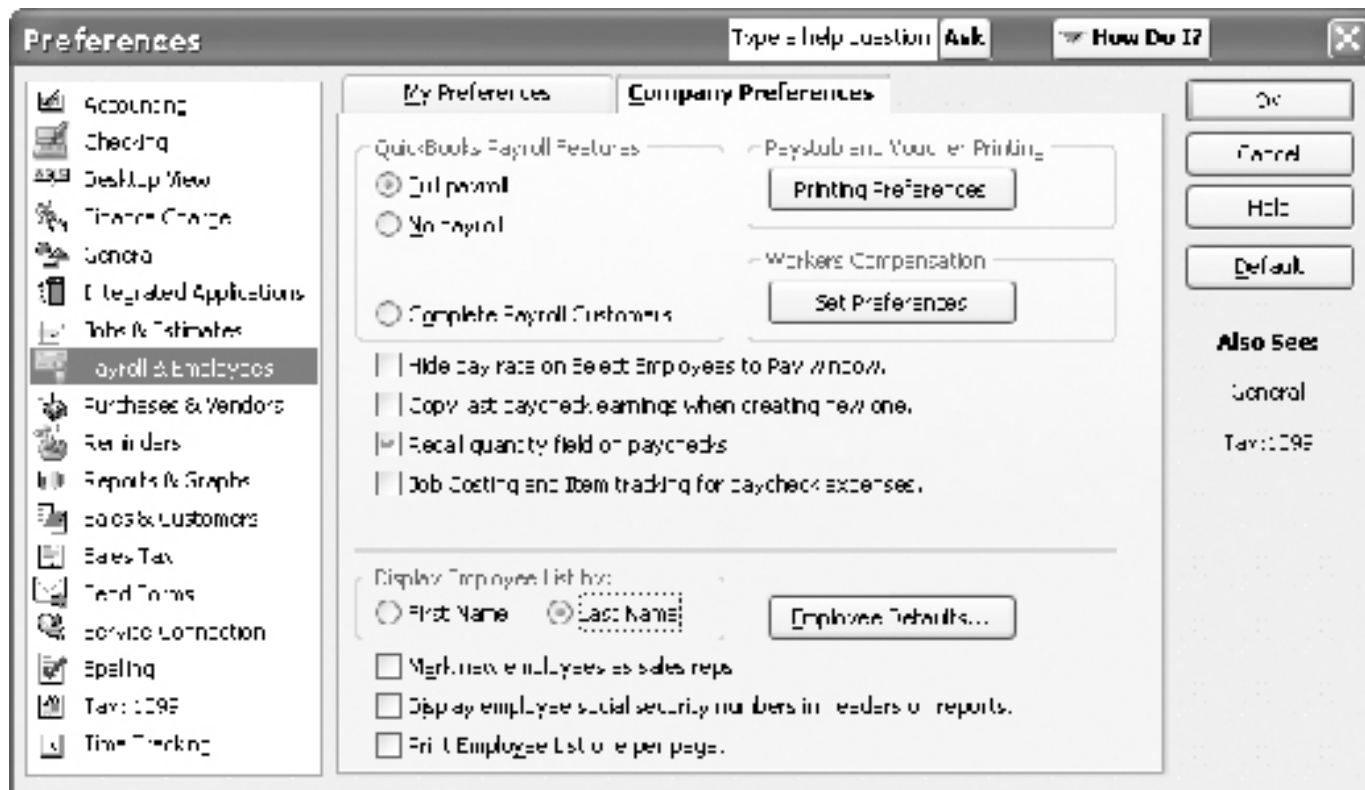


Figure 1. Sort the employee list by last name.

MORE QUESTIONS? Call our office...

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