CHAPTER 5 OVERVIEW

- Vendor List
- Item List
- Purchases
- Vendor Reports
VENDOR NAVIGATION
**Vendor List**

- Contains vendor information, such as name, address, contact
- Access from Home page or Vendor Center
**ITEM LIST**

- Information about items *purchased* and *sold*
- Items can be:
  - Service items
  - Inventory items
  - Non-inventory items
RECORDING PURCHASES

1. Create Purchase Order
2. Receive Inventory
3. Receive Bill
4. Pay Bill
5. Print Check
RECORDING PURCHASES

1. Create purchase order
2. Receive inventory
**Enter Bills**

1. Enter Bills
2. Pay Bills
3. Print Checks
SALES TAX

- Collected from customers at time of sale
- Remitted to government
VENDOR REPORTS

- Access vendor reports from:
  - Report Center
  - Reports Menu
  - Vendor Center
**Vendor Reports**

Includes:

- Accounts Payable reports: *How much do we owe?*
- Purchase reports: *How much have we purchased?*
- Inventory reports: *How much inventory do we have?*
TO LEARN MORE …

Turn to Chapter 5

Visit the Online Learning Center
http://www.mhhe.com/kay2012

Visit
www.myquickbooks.me