# **PAYING & ENTERING RJO BILLS**

QuickBooks will not allow you to pay two separate vendors (like Stuller & Rembrandt Charm Co) on one check and have the payee be "RJO". So we have to use a 2 prong approach. We will have a new "faux" bank account called "RJO Exchange Account. We will pay off the bills for many different vendors using this "faux" bank account

This will mark the bills as "Paid" in QuickBooks and will show us with one balance number in the faux "RJO Exchange Account" how much we owe RJO.

Next we make out a check payable to "RJO Incorporated" and on the expense lie we will choose the "RJO Exchange Bank Account".

#### Done!

So here's the detail. First we have to set this up properly. If you don't have the vendors from whom you buy through RJO in QuickBooks you'll need to add them.

- A. If you don't have the vendor in QuickBooks at all.
  - 1. Go to the icon bar and choose "Vendors".
  - 2. Upper left corner click on **New Vendor**.
  - 3. Follow instructions as below for editing a vendor for stores who have them in.
  - 4. The new vendor screen is pretty self-explanatory, just one single difference.
- B. Editing an existing vendor. (Adding a new RJO vendor is done this way).
  - 1. Go to Vendors on icon bar.
  - 2. A list pops up on the left. Find the RJO vendor.
  - 3. Double click to open or right click and hit "edit".
  - 4. There are three places you'll see the vendor's name. In the **very top box ADD** RJO-

In front of the name. The other two boxes can be left alone. The top box **VENDOR NAME** box just add the "RJO-". Will look this way

		Edit Vendor		-
VENDOR NAME	JO-Stuller Settings			
CURRENT BALANCE 0.(	00	How do I adjust the current bala	nce?	
Address Info	COMPANY NAME	Stuller Settings		
Payment Settings	FULL NAME	Mr./Ms./ First	M.I. Last	
Tax Settings	JOB TITLE			
	Main Phone 📼	800-877-7777	Main Email 🔹	
Account Settings	Work Phone 🔻		CC Email 🔹	
Additio <u>n</u> al Info	Mobile 👻		Website 💌	
	Fax 💌	800-444-4741	Other 1 💌	
	ADDRESS DETAILS BILLED FROM Stuller Settings PO Box 77777 Lafayette LA 705	98-7777 Cop	SHIPPED FROM	

#### С.

When you enter or edit an RJO vendor also click on "Additional Info" tab on the left. This will show us a "Vendor Type" list. If this is an RJO vendor choose **RJO** as the vendor type. This allows us to run an Accounts Payable" report of just RJO vendors we owe. You'll see that saved report on your icon bar.

Fri			Edit Vendor
	VENDOR NAME	lerProfit, Inc.	Click "Add New" if you don't have RJO
	CURRENT BALANCE 0.00	Ho	ow do I adjust the current balance?
	A <u>d</u> dress Info		CUSTOM FIELDS
	Payment Settings	VENDOR TYPE	< Add New >
	<u>T</u> ax Settings		R IO Vendors
	Account Settings		
	Additio <u>n</u> al Info		

The reason for placing "RJO-" in front of the vendors name is for SORTING when we pay bills. All of the vendors we owe **through RJO** will be grouped together. This shows all RJO bills we owe All vendors and alphabetically at the "R's" are all RJO vendors. Easy to click them and at bottom click to pay with the RJO Exchange Bank Account.

		Filter	By All vendors	<b></b>			
		Sort	Vendor	•	<b>P</b> . 11		
Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
7/09/2012	Hertiage Management	/65		1,250.00	0.00	0.00	
1/20/2010	Rio Grande	22424		325.00	0.00	0.00	
7/17/2012	Rio Grande	20404		350.23	0.00	0.00	
7/21/2010	RJO-barbery Coast Je			2,340.43	0.00	0.00	
1/20/2010	RJO-Hoover & Strong	1245		654.32	0.00	0.00	
7/17/2012		44466		877.36	0.00	0.00	
8/06/2010	P 10-Stuller Settings	770712		1 381 32	0.00	0.00	1
2/25/2011	R 10-Stuller Settings	7784		784 50	0.00	0.00	1,
1/29/2012	R 10-Stuller Settings	658		162.20	0.00	0.00	
7/30/2010	Roval Touch	144646		472.36	0.00	0.00	
	-		Totals	13 106 71	0.00	0.00	4
	Date Due 1/09/2012 7/31/2010 1/29/2012 7/17/2010 1/29/2012 7/17/2010 8/06/2010 2/25/2011 1/29/2012 7/30/2010	Date Due         Vendor           1/09/2012         Hertiage Management           7/31/2010         Rio Grande           1/29/2012         Rio Grande           7/17/2010         RJO-Barbery Coast Je           7/31/2010         RJO-Hoover & Strong           1/29/2012         RJO-Hoover & Strong           7/17/2010         RJO-Hoover & Strong           7/17/2010         RJO-Stuller Settings           2/25/2011         RJO-Stuller Settings           7/30/2010         Royal Touch	Sort           Date Due         Vendor         Ref. No.           1/09/2012         Hertiage Management         765           7/31/2010         Rio Grande         23434           1/29/2012         Rio Grande         23434           7/17/2010         RJO-Barbery Coast Je         7/31/2010           RJO-Hoover & Strong         1245           7/17/2010         RJO-Stuller Settings         7784           7/29/2012         ROo-Stuller Settings         558           7/30/2010         Royal Touch         144646	Sort By         Vendor           Date Due         Vendor         Ref. No.         Disc. Date           1/09/2012         Hertiage Management         765         ////////////////////////////////////	Sort By         Vendor           Date Due         Vendor         Ref. No.         Disc. Date         Amt. Due           1/09/2012         Hertiage Management         765         1,250.00           7/31/2010         Rio Grande         325.00         325.00           1/29/2012         Rio Grande         23434         350.23           7/17/2010         RJO-Barbery Coast Je         7/31/2010         RJO-Hoover & Strong         652.32           1/29/2012         RJO-Hoover & Strong         1245         654.25           7/17/2010         RJO-Stuller Settings         7784         784.05           2/25/2011         RJO-Stuller Settings         7784         784.05           7/30/2010         Royal Touch         144646         472.36	Sort By         Vendor           Date Due         Vendor         Ref. No.         Disc. Date         Amt. Due         Disc. Used           1/09/2012         Hertiage Management         765         1,250.00         0.00           7/31/2010         Rio Grande         23434         350.23         0.00           1/29/2012         Rio Grande         23434         350.23         0.00           7/17/2010         RJO-Barbery Coast Je         2,548.45         0.00           7/31/2010         RJO-Hoover & Strong         1245         654.25         0.00           1/29/2012         RJO-Hoover & Strong         1245         654.25         0.00           7/17/2010         RJO-Hoover & Strong         1245         654.25         0.00           8/06/2010         RJO-Stuller Settings         7784         784.50.00         0.00           7/29/2012         RJO-Stuller Settings         5784         784.00.00         0.00           7/30/2010         Royal Touch         144646         472.36         0.00	Sort By         Vendor           Date Due         Vendor         Ref. No.         Disc. Date         Amt. Due         Disc. Used         Credits Used           1/09/2012         Hertiage Management         765         1,250.00         0.00         0.00           7/31/2010         Rio Grande         23434         350.23         0.00         0.00           1/29/2012         Rio Grande         23434         350.23         0.00         0.00           7/17/2010         RJO-Barbery Coast Je         2,548.45         0.00         0.00           7/31/2010         RJO-Hoover & Strong         654.25         0.00         0.00           1/29/2012         RJO-Hoover & Strong         1245         654.25         0.00         0.00           1/29/2012         RJO-Hoover & Strong         1245         654.25         0.00         0.00           1/29/2012         RJO-Hoover & Strong         1245         654.25         0.00         0.00           8/06/2010         RJO-Stuller Settings         779712         1,381.32         0.00         0.00           2/25/2011         RJO-Stuller Settings         7784         784.50         0.00         0.00           7/30/2010         Royal Touch         14464

Method Check To be print @ Assign che	ed Account 10000 · Operating BankAccount • ck number En <add new=""></add>	
	✓ 10000 · Operating Bank Account	Bank
	10100 · Payroll Account	Bank
	10200 · Savings Account	Bank
	10300 · Cash in Safe	- Bank
gnt, example below:	10400 · RJO Exchange Account	Bank
	10500 · Barter Exchange Account	Bank

Entering a bill for an RJO vendor is done the same way as any other vendor, on the expense tab enter what you bought, example below:

Previou Previou	us 🖙 Next 🔚 Sav	/e 🛛 🕄 Find	ዘ <sup>ር</sup> ስ Histo	y 🔄 Journ	al 🛛 🕼 Attac	h
Bill (	) Cre <u>d</u> it					Bill Received
			Bill			
Vendor F	NJO-Stuller Settings		-	Date	12/30/201	1 🔳
Address	Stuller Settings			Ref. No.	658	
Auuress	PO Box 7777 LaFayette, LA 87777			Amount Du	ue <u>162.20</u>	
				Bill Due	01/29/201	2 🔳
Terms Memo	Net 30 💌	Discount Date	e	_		
E <u>x</u> pens	es \$162.20	Ite <u>m</u> s	\$0.	00	helpine pine	
Account	t	Amount	: Mem	o Cu	stomer:Job	Billable?

So when we go to Pay Bills and pay all of the vendors we owe with RJO but instead of using our regular bank account we'll use the RJO Exchange Bank Account just to **mark the bills as** "**Paid**". Vendors are now paid! Then we write the check from our regular bank account and on the expense tab use the "RJO Exchange" bank account and mail *that check*. Now RJO corporation is paid. Done.

All of these vendors bills are now marked "Paid".

The ending balance in this faux "RJO Exchange Bank Account is negative because there is no money in this account *yet* and it shows how much we will have to send a single check to RJO. So hold on.....

Sugg. Discount	Net 30 0.00	Number of Credits Total Credits Available	0
Set Discount		Set Credi <u>t</u> s	This negative number is the total o how much we will owe RJO
Method Check 🗸	To be printed	d Account 1025 · RJO Exchange A	Account -
	Assign check	Ending Balance	-4,511.95
			Pay Selected Bills Cancel
		Click "Pay Selected Bills"	

When you click Pay Selected Bills" you will see a Paid Bills window, go ahead and click on **print checks** and do this on PLAIN white paper. These are not checks form your real bank account but the faux RJO Bank Account we made. It is used to do only 3 things

- 1. Doing it this way allows you to track bills for RJO vendors by their name not RJO.
- 2. QuickBooks will combine the total of checks written by the RJO bank account so you know how much you owe RJO as one single check.
- 3. RJO knows who you owe, you can just go online and pay RJO. You could also still mail a paper check if you so choose.

So print the "checks" on plain paper. You can "see" the voucher with invoice numbers. Tear off the bottom one for you, the rest is going to be sent to RJO with a real check from your real bank account. This is what the plain paper will look like.



# IF YOU PAY RJO ONLINE THEN YOU CAN SKIP "PRINT CHECKS and just click "assign check number" and then click "OK" to close the window. Many people

Go to your chart of accounts and you'll see the RJO Exchange account is overdrawn. If you open the register you'll see the vendors are paid:

					\$	Туре	Balance Total At	ttach
• 1000 · Opera	ting Accou	nt			1	Bank	45,446.62	
♦ 1005 • Payro	ll Account					Bank	0.00	1
1010 Saving	gs/Money N	1arket	,		1	Bank	0.00	
1020 · Cash I     1020	In Safe					Bank	0.00	
	xchange A				<u> </u>	Bank Assessments Descrived	-4,511.95	
	1.1100 . 160	optory Accot				I Withor Current A		
🛃 1025 · RJO	Exchange A	Account						
🚖 Go to	🚳 Print.	Edit Transactio	on 🗐 QuickReport	Download Bank	State	ement		
• • • • • • • • •			e concernapore		5000			
Date	Number	Pay	yee	Payment	1	Deposit	Balance	
	Type	Account Memo						
		riccourre	Hemo		· .			
12/30/2011	4	RJO-Hoover & Strong	Heno	1,306.57			-1,306.57	
12/30/2011	4 BILLPMT	RJO-Hoover & Strong 2000 · Accounts Payal	Pienio	1,306.57			-1,306.57	
12/30/2011 12/30/2011	4 BILLPMT 5	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC	Menio	1,306.57			-1,306.57	
12/30/2011 12/30/2011	4 BILLPMT 5 BILLPMT	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal	23233	1,306.57			-1,306.57 -2,183.93	
12/30/2011 12/30/2011 12/30/2011	4 BILLPMT 5 BILLPMT 6	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings	23233	1,306.57 877.36 2,328.02			-1,306.57 -2,183.93 -4,511.95	
12/30/2011 12/30/2011 12/30/2011	4 BILLPMT 5 BILLPMT 6 BILLPMT	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings 2000 · Accounts Payal	23233	1,306.57 877.36 2,328.02			-1,306.57 -2,183.93 -4,511.95	
12/30/2011 12/30/2011 12/30/2011 12/15/2011	4 BILLPMT 5 BILLPMT 6 BILLPMT Number	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings 2000 · Accounts Payal Pavee	23233	1,306.57 877.36 2,328.02 Payment		Deposit	-1,306.57 -2,183.93 -4,511.95	
12/30/2011 12/30/2011 12/30/2011 12/15/2011	4 BILLPMT 5 BILLPMT 6 BILLPMT 1 Number	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings 2000 · Accounts Payal Payee Account	23233	1,306.57 877.36 2,328.02 Payment		Deposit	-1,306.57 -2,183.93 -4,511.95	
12/30/2011 12/30/2011 12/30/2011 12/15/2011	4 BILLPMT 5 BILLPMT 6 BILLPMT Number	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings 2000 · Accounts Payal Payee Account	23233	1,306.57 877.36 2,328.02 Payment		Deposit	-1,306.57 -2,183.93 -4,511.95	
12/30/2011 12/30/2011 12/30/2011 12/15/2011	4 BILLPMT 5 BILLPMT 6 BILLPMT Number	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings 2000 · Accounts Payal Payee Account	23233 Memo	1,306.57 877.36 2,328.02 Payment Enc	ding	Deposit	-1,306.57 -2,183.93 -4,511.95 -4,511.95	
12/30/2011 12/30/2011 12/30/2011 12/15/2011	4 BILLPMT 5 BILLPMT 6 BILLPMT Number	RJO-Hoover & Strong 2000 · Accounts Payal RJO-RQC 2000 · Accounts Payal RJO-Stuller Settings 2000 · Accounts Payal Payee Account	23233 Memo	1,306.57 877.36 2,328.02 Payment Enc	ding	Deposit balance	-1,306.57 -2,183.93 -4,511.95 -4,511.95	

## NOW TO PAY RJO:

1. Write a check to RJO from your *regular operating bank account*.

2. On the expense tab, scroll UP and chose the **RJO Exchange Bank Account**. The account remember is overdrawn in the RJO Exchange account (\$4511.95), this is

how much we make the real check out for to pay.

3. Print *this check on a real check* and mail it along with the faux checks that have the vendors name on it and the invoice numbers you are paying.

# OR in the check number field type "Pd Online" and not print

### vouchers.

4. By using the RJO Exchange Account on the expense tab we have now filled the overdrawn account back up to zero and have paid RJO.

Previous 2	🕼 Next 🕞 Save 🗳 Print 💌 🔁 Find 📃 Journal	🖉 Attach		
Ban <u>k</u> Account	1000 · Operating Account   Ending Balance	45,446.62		
Pay to the	: Order of <u>RJO</u>	Ao. 1572 Date 12/15/2011 Im \$ 4,511.95		
Four thou	and five hundred eleven and 95/100******************	******* Dollars		
Address	RJO 50 Brunswick Court Iowa City IA 52240-2862			
Memo			rder Checks	
Expenses	\$4,511.95 Items \$0.00 Online Pay	/ment To be printed		
Account	Amount Memo		Customer:Job	Billab
JO Exchang	e Account  4,511.95	1	•	
	erating Account Bank yroll Account Bank	a		

🔷 Go to	🎯 Print	. 🛛 💋 Edit Transactio	on 📳 QuickReport	🖄 Download Bank	Staten	nent	
Date .	. Number:	Pay	ee	Payment .	1	Deposit	Balance
, stra, stra,	Туре	Account	Memo		1.		
12/30/2011	4	RJO-Hoover & Strong		1,306.57			-1,306.5
	BILLPMT	2000 · Accounts Payal					
12/30/2011	5	RJO-RQC		877.36			-2,183.9
	BILLPMT	2000 · Accounts Payal	23233				
12/30/2011	6	RJO-Stuller Settings		2,328.02			-4,511.9
	BILLPMT	2000 · Accounts Payal					
12/31/2011	1572	RJO				4,511.95	0.0
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12/15/2011							
	71 0						
- 11 - 11 - 11 - 11 - 11 - 11 - 11 - 1	The K	EAI check you wrot	e to RJO brought				
Splits	thr RJ	O Exchange Accour	nt back up to zero	En	ding ba	lance	0.00
	balan	ce.					<b></b>
<u>1</u> -Line							

This account should be zero balance when you start and a zero balance when you are finished. It will when you use credits from a vendor against that same vendor (i.e. use a Stuller credit to lower a Stuller bill).

You have accomplished your tasks and have ability to see bills that are RJO vendors.

## USING A CREDIT FOR ONE RJO VENDOR ON ANOTHER RJO VENDOR'S BILL

The RJO organization allows a store to pay one vendor but use another vendor's credit to lower your payment. They can do this because you make your payment to RJO not any vendor.

QuickBooks **does not** allow you to use one vendor's credit to pay another. So we have a work around. We will have to make two journal entries to move the credit from one vendor to another vendor. A two step simple process. In your QuickBooks file I have saved the journal entry.

- 1. Of course you first course of action is to issue the credit as you always would to the original vendor then we'll move it.
- 2. This credit will sit within QuickBooks and if you do not want to use it for that vendor when you pay bills click "set credits" and uncheck the credit you do not wish to use.
- 3. It could be weeks or month later when you decide to use a credit from RJO vendor #1 and against a bill you owe with the RJO corporation. When that occurs use the journal entry to move the credit from one vendor to the RJO Exchange Account to be used against the check you finally enter to the RJO Corporation.

Here's an ABC approach to this system:

		E	nter Bills (Editing	Fransaction)	
Main Reports					
e in the second	action Item Imal Listing	Dpen Purchase \ Order Detail Bala	/endor Unpaid Bi nce Detail Detail	IIs Purchases By Vendor Detail	
Bill   Cre <u>d</u> it					
Credit					
VENDOR RJO-Stuller	r	-	DATE	11/30/2017	
			REF. NO.	12547	
MEMO			CREDIT AMOUNT	101.00	
MEMO	00 Ite <u>m</u> s	\$0.00	CREDIT AMOUNT	101.00	
MEMO Expenses \$101. ACCOUNT	00 Ite <u>m</u> s : AMOUNT	\$0.00 : MEMO	CREDIT AMOUNT	101.00	: BILLABLE?
MEMO Xpenses \$101. ACCOUNT 35100 - Findings/Mtgs/	00 Ite <u>ms</u> : AMOUNT	\$0.00 : MEMO 101.00	CREDIT AMOUNT	TOMER.JOB	: BILLABLE?
MEMO xpenses \$101. ACCOUNT 55100 - Findings/Mtgs/.	00 Items : AMOUNT	\$0.00 : MEMO 101.00	CREDIT ANOUNT	romer.Job	: BILLABLE?
MEMO Expenses \$101. ACCOUNT 55100 · Findings/Mtgs/.	00 Items : AMOUNT 	\$0.00 ÷ MEMO 101.00	CREDIT ANOUNT	TOMER-JOB	: BILLABLE?
MEMO Expenses \$101. ACCOUNT 35100 - Findings/Mtgs/.	00 Items : AMOUNT 	\$0.00 <u>: MEMO</u> 101.00	CREDIT ANOUNT	TOMER-JOB	÷ BILLABLE?

1. We returned the \$101.00 to Stuller for a credit

2. Now we enter our Memorized Journal entry to "take/borrow" the Stuller \$101 credit and give have it for use when you pay the RJO Corporation. Go on the icon bar to "MemTx" and pull up the "Give Credit to another RJO vendor" journal entry. Change the date and fill in amount of credit to take away in the appropriate columns, save & close.

<b>a</b>		Make	Conoral Journa	Entries (Editing Transaction		
		Wake	e General Journa	a Entries (Editing Transaction)		
Main Reports						2G 🔨
Image: Same Same Same Same Same Same Same Same	opy 🧳 Rev	erse Print	Attach Sh File Li	ow Send st GJEs		
DATE 11/27/2017 ENTRY NO. 15	: D	ADJUSTIN	CREDIT	MEMO	: NAME	BILLABLE?
						4
				Move credit from one vendor to another		A
17000 - Accounts Payable			101.00	Move credit from one vendor to another	RJO-Stuller	
17000 - Accounts Payable 10400 - RJO Exchange Account	•	101.00	101.00	Move credit from one vendor to another	RJO-Stuller	
17000 - Accounts Payable 10400 - RJO Exchange Account	•	101.00	101.00	Move credit from one vendor to another	RJO-Stuller	
17000 · Accounts Payable 10400 · RJO Exchange Account	•	101.00	101.00	Move credit from one vendor to another	RJO-Stuller	
17000 - Accounts Payable 10400 - RJO Exchange Account	•	101.00	101.00	Move credit from one vendor to another	RJO-Stuller	
17000 - Accounts Payable 10400 - RJO Exchange Account	•	101.00	101.00	Move credit from one vendor to another	RJO-Stuller *	

- 3. Accounts payable report shows That:
  - a. We have a previous bill we owe for \$500.00
  - b. We have the \$101.00 credit from Stuller
  - c. The journal entry we just did to take it away.

RJO-Stuller					
Bill	11/27/2017	1234	17000 · Accounts	500.00	500.00
Credit	11/27/2017	6985	17000 · Accounts	-101.00	399.00
General Journal	11/27/2017	18	17000 · Accounts	101.00	500.00
Total RJO-Stuller				500.00	500.00

4. Now we go to Pay bills and pay the Gabrielle bill we owe:

	CT BILLS TO B	E PAID	772017 📾					
Show	v bills Sh	ow all bills	112011	Filter	By	*		
				Sort	By Due Date			
	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC, USED	CREDITS USED	AMT. TO PAY
	12/07/2017	RJO-Stuller	1234		500.00	0.00	0.00	0.00
	12/07/2017	RJO-Gabriel	9875		1,300.00	0.00	0.00	1,300.00
-			_					
				Totals	1,800.00	0.00	0.00	1,300.00
	DUNT & CREDI	T INFORMATION FOR HI	GHLIGHTED BIL	Lerms		Numb	er of Credits	
Vend Bill R	or RJO tef. No. 9875 Go to Bill	-Gabriel 5	s	ugg. Discount Set Discount	0.	.00 Total C	redits Available t Credi <u>t</u> s	0.00
Vend Bill R PAYM Date	or RJO tef. No. 9875 Go to Bill IENT	-Gabriel 5	S	ugg. Discount Set D <u>i</u> scount hod	0.	.00 Total C	redits Available t Credi <u>t</u> s Account	0.00
PAYM Date	or RJD tef. No. 9875 Go to Bill ENT e 27/2017	-Gabriel 5	S Met Ch	ugg. Discount Set Discount hod eck	To be prin     Assign ch	.00 Total C Set	redits Available t Credits Account 10400 - RJO Exch nding Balance	0.00 ange Account *

5. The amount we owe for Gabrielle (\$1300) and the journal entry we did to take away Stuller's credit **BOTH** sit in the "RJO Exchange Bank Account"

Save and close and if you look at the Accounts Payable Unpaid Bills report you'll see that we have zeroed out the \$25 credit and we go back to owing Stuller \$100.

- 6. You'll now have a credit sitting in the RJO Exchange account:
- 7. Going to "Pay Bills" we have to check all boxes for both vendors. This will use all credits and journal entries up and we are now in fine shape. Print vouches as normal per instructions many pages up. You may want to hand write notes on your copy as well as RJO's copies to make sure everyone understands what has occurred. The negative amount is net amount we owe RJO Corporation.

		1	0400 · RJO Exchar	nge Account				- 🗆 ×
🔷 Go to	📒 Print	🛛 🕼 Edit Transactio	n [ QuickReport	👚 Setup Bank Feed	s			
		1			_			
DATE	NUMBER	PAY	PAYMENT	~	DEPOSIT	BA	LANCE	
	TYPE	ACCOUNT	MEMO					
11/27/2017		RJO-Gabriel		1,300.00				-1,300.00
	BILLPMT	17000 · Accounts P						
11/27/2017	18					101.00		-1,199.00
	GENJRN	[split]					_	
11/27/2017							~	
				Owe RJO				

 Now write a check to RJO Corporation and use the RJO Exchange Account on the expense tab. assuming you paid online in the check number field type "OnlinePay". Save & Close. Of course go to the RJO site and pay them.

			10.	Online Pay	
			DATE	11/27/2017	
PAY TO THE ORDER OF	RJO Corporation	•	\$	1,199.00	
One thousand one hi	undred ninety-nine and 00/100* * * * * *		****	***** DOLLARS	
ADDRESS			The state		
RJO Corporation					
			<u>Sirk</u> h		
MEMO					
penses \$1,199.	00 Ite <u>m</u> s \$0.00				
penses \$1,199. ACCOUNT	00 Items \$0.00				

□ 10400 · BIO Exchange Account – □ ×									
🗕 Go to	占 Print	🛛 🗊 Edit Transactio	on [ QuickReport	Setup Bank Feed	s				
DATE	NUMBER	PA	YEE	PAYMENT	~	DEPOSIT	BALANCE		
	TYPE	ACCOUNT	MEMO						
11/27/2017	Online Pa	RJO Corporation				1,199.00	1,199.00		
	СНК	10000 · Operating B							
11/27/2017		RJO-Gabriel		1,300.00			-101.00		
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1/27/2017 🗰	Number	Payee	-	Payment		Deposit			
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Splits ENDING BALANCE 0.00									
Sort by Date, Type, Number/Ref  Restore Restore									

Your RJO Exchange Account is now zero!