

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 line we will choose the “RJO Exchange Bank Account”.

Done!

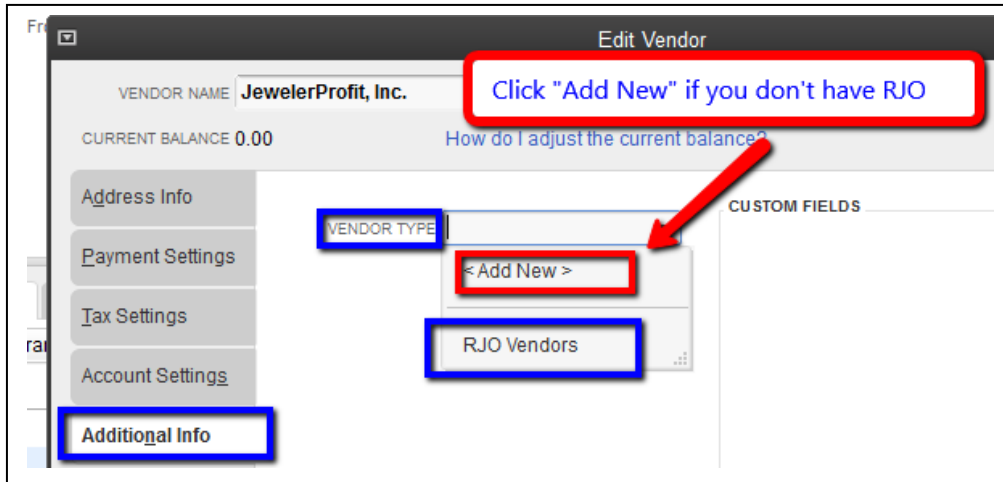
So here’s the detail. First we have to set this up properly. If you don’t have the vendors from whom you buy through RJO in QuickBooks you’ll need to add them.

- 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

The screenshot shows the 'Edit Vendor' window in QuickBooks. The 'VENDOR NAME' field at the top is highlighted with a red arrow and contains the text 'RJO-Stuller Settings'. Below this, the 'CURRENT BALANCE' is 0.00. The 'Address Info' section includes fields for 'COMPANY NAME' (Stuller Settings), 'FULL NAME' (Mr./Ms./J., First, M.I., Last), and 'JOB TITLE'. The 'Account Settings' section includes fields for 'Main Phone', 'Work Phone', 'Mobile', 'Fax', 'Main Email', 'CC Email', 'Website', and 'Other 1'. The 'ADDRESS DETAILS' section includes 'BILLED FROM' (Stuller Settings, PO Box 7777, Lafayette LA 70598-7777) and 'SHIPPED FROM'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

C.

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.



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.

Pay Bills

Select Bills to be Paid

Due on or before: 12/25/2011

Show bills: Show all bills

Filter By: All vendors

Sort By: Vendor

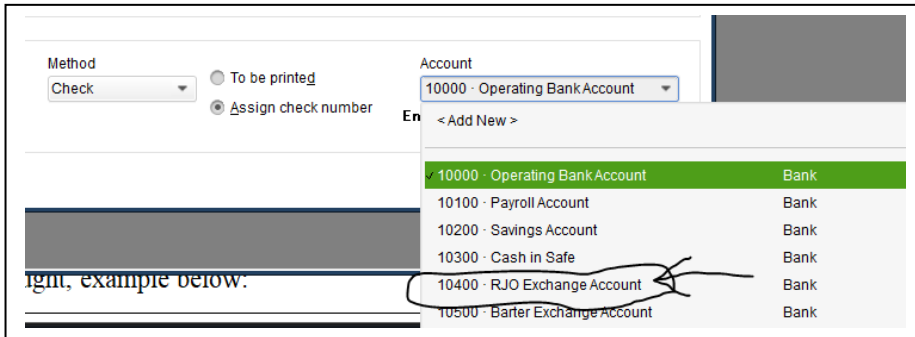
<input type="checkbox"/>	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
<input type="checkbox"/>	01/09/2012	Heritage Management ...	765		1,250.00	0.00	0.00	0
<input type="checkbox"/>	07/31/2010	Rio Grande			325.00	0.00	0.00	0
<input type="checkbox"/>	01/29/2012	Rio Grande	23434		350.23	0.00	0.00	0
<input type="checkbox"/>	07/17/2010	RJO-Barbery Coast Je...			2,548.45	0.00	0.00	0
<input checked="" type="checkbox"/>	07/31/2010	RJO-Hoover & Strong			652.32	0.00	0.00	652
<input checked="" type="checkbox"/>	01/29/2012	RJO-Hoover & Strong	1245		654.25	0.00	0.00	654
<input checked="" type="checkbox"/>	07/17/2010	RJO-RQC	44466		877.36	0.00	0.00	877
<input checked="" type="checkbox"/>	08/06/2010	RJO-Stuller Settings	779712		1,381.32	0.00	0.00	1,381
<input checked="" type="checkbox"/>	12/25/2011	RJO-Stuller Settings	7784		784.50	0.00	0.00	784
<input checked="" type="checkbox"/>	01/29/2012	RJO-Stuller Settings	658		162.20	0.00	0.00	162
<input type="checkbox"/>	07/30/2010	Royal Touch	144646		472.36	0.00	0.00	0
Totals					13,196.71	0.00	0.00	4,511

Clear Selections

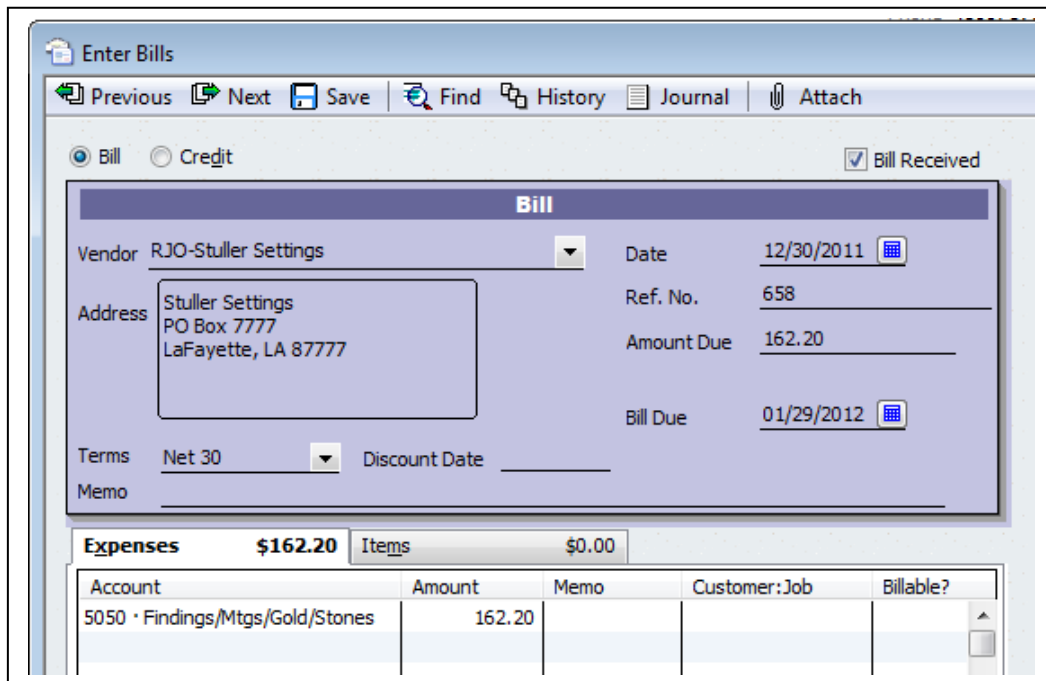
Discount & Credit Information for Highlighted Bill

Vendor: **RJO-Stuller Settings** Terms: **Net 30** Number of Credits: **0**

Bill Ref. No. **658** Sugg. Discount: **0.00** Total Credits Available: **0.00**



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:



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.....

Printed Bill

Terms **Net 30** Number of Credits **0**
Sugg. Discount **0.00** Total Credits Available **0.00**

Set Discount Set Credits

Method To be printed Account 1025 · RJO Exchange Account
 Assign check number Ending Balance **-4,511.95**

Check

Pay Selected Bills Cancel

Click "Pay Selected Bills"

This negative number is the total of how much we will owe RJO

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 from 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.

12/30/2011

RJO-Hoover & Strong **1,306.57

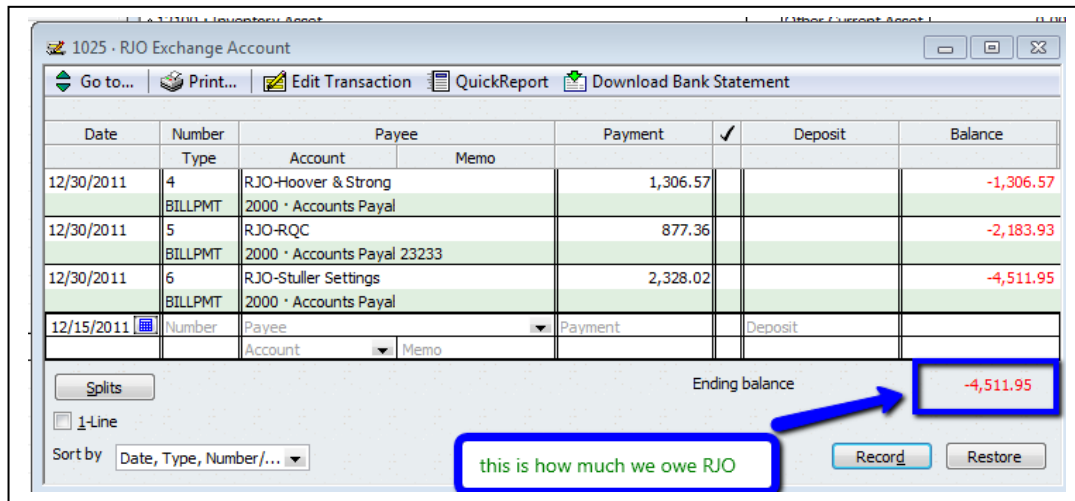
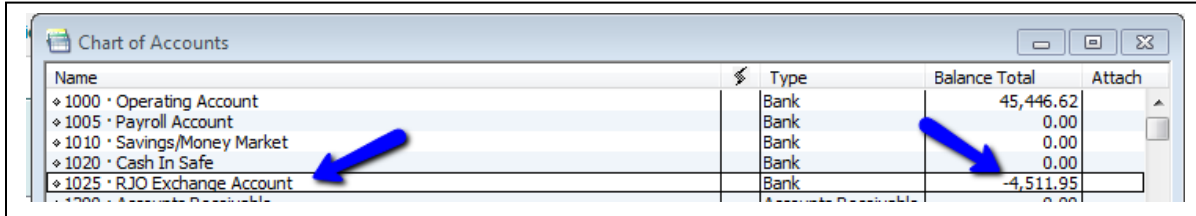
One Thousand Three Hundred Six and 57/100*****

RJO-Hoover & Strong

Date	Type	Reference	Original Amt.	Balance Due	12/30/2011 Discount	Payment
7/1/2010	Bill		652.32	652.32		652.32
12/30/2011	Bill	1245	654.25	654.25		654.25
				Check Amount		1,306.57

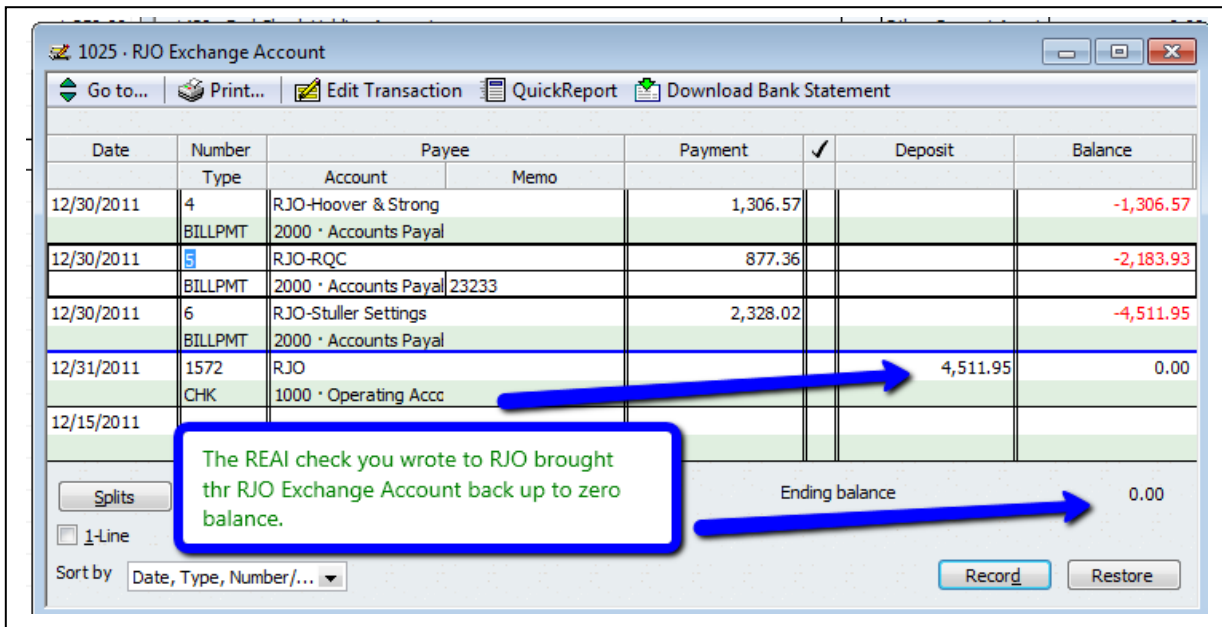
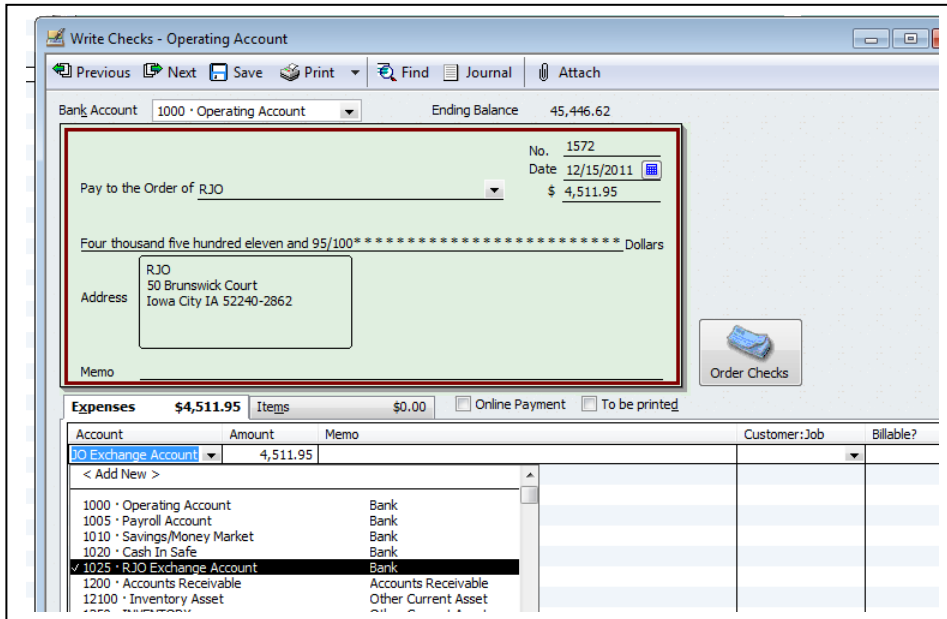
Send the whole TOP portion to RJO.
Tear this portion off and attach to your files.

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:



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.



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

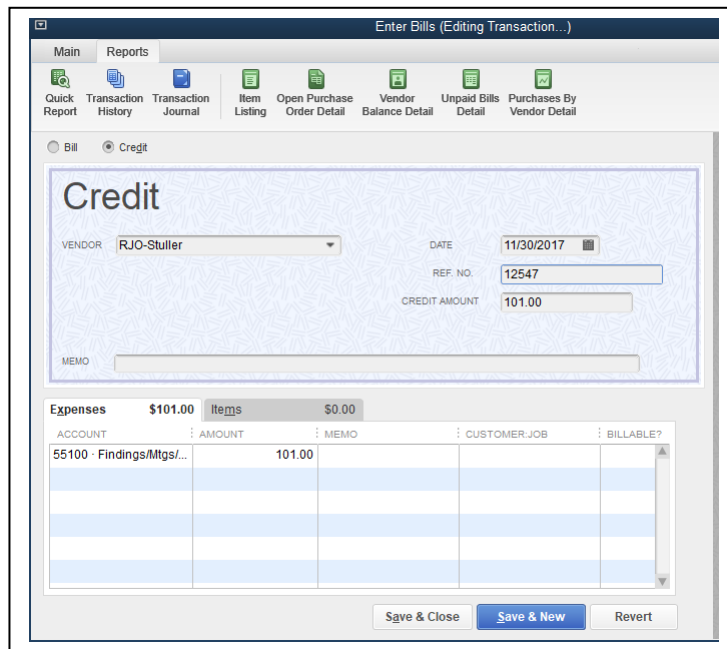
The RJO organization allows a store to pay one vendor but use another vendor's credit to lower your payment. They can do this because you make your payment to RJO not any vendor.

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.

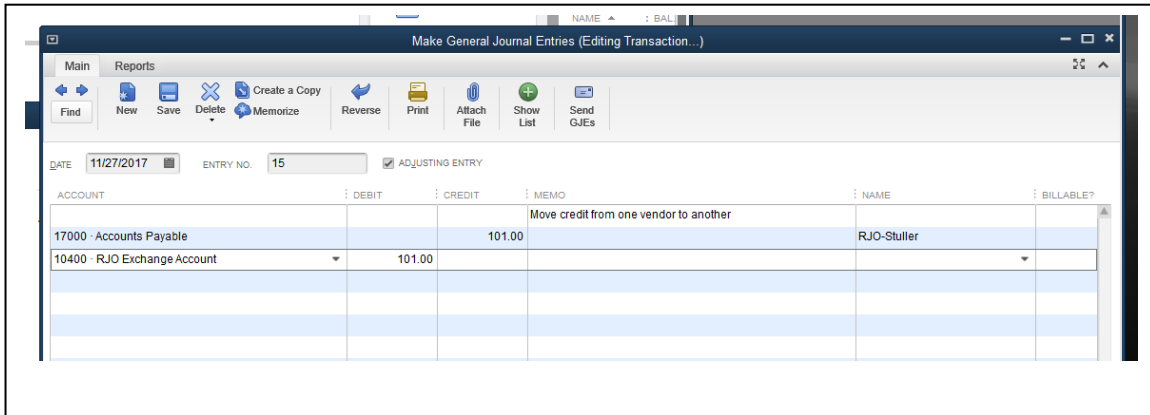
1. Of course you first course of action is to issue the credit as you always would to the original vendor then we'll move it.
2. This credit will sit within QuickBooks and if you do not want to use it for that vendor when you pay bills click "set credits" and uncheck the credit you do not wish to use.
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:

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



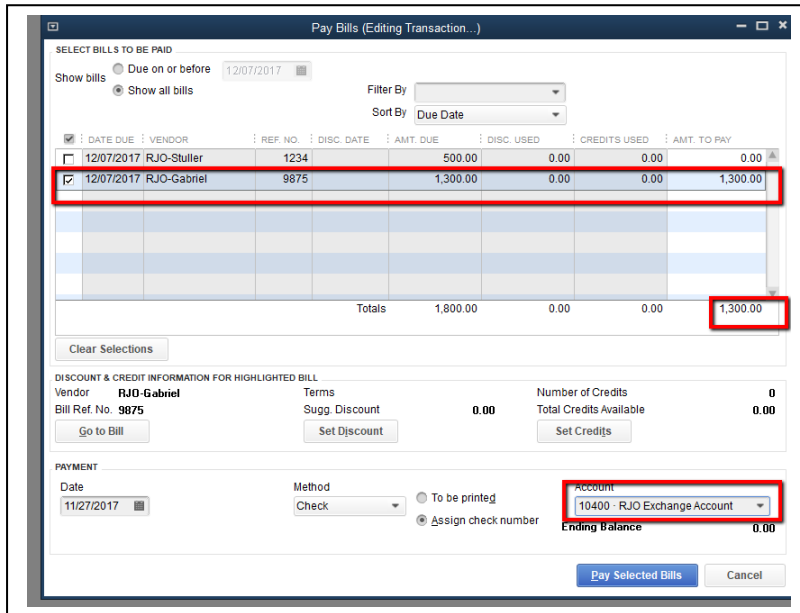
2. Now we enter our Memorized Journal entry to "take/borrow" the Stuller \$101 credit and give have it for use when you pay the RJO Corporation. Go on the icon bar to "MemTx" and pull up the "Give Credit to another RJO vendor" journal entry. Change the date and fill in amount of credit to take away in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



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	Date	Ref. No.	Account	Amount	Balance
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:



- 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.

- You'll now have a credit sitting in the RJO Exchange account:
- 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.

DATE	NUMBER	PAYEE	PAYMENT	DEPOSIT	BALANCE
11/27/2017		RJO-Gabriel	1,300.00		-1,300.00
	BILLPMT	17000 - Accounts P			
11/27/2017	18	GENJRN [split]		101.00	-1,199.00
11/27/2017					

- 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.

NO. Online Pay
 DATE 11/27/2017
 PAY TO THE ORDER OF RJO Corporation \$ 1,199.00
 One thousand one hundred ninety-nine and 00/100* DOLLARS
 ADDRESS RJO Corporation
 MEMO
 Expenses \$1,199.00 Items \$0.00
 ACCOUNT 10400 - RJO Exchange Account AMOUNT 1,199.00

10400 - RJO Exchange Account						
Go to... Print... Edit Transaction QuickReport Setup Bank Feeds						
DATE	NUMBER	PAYEE		PAYMENT	DEPOSIT	BALANCE
	TYPE	ACCOUNT	MEMO			
11/27/2017	Online P	RJO Corporation			1,199.00	1,199.00
	CHK	10000 - Operating E				
11/27/2017		RJO-Gabriel		1,300.00		-101.00
	BILLPMT	17000 - Accounts P				
11/27/2017	18				101.00	0.00
	GENJRN	[split]				
1/27/2017	Number	Payee		Payment	Deposit	
		Account	Memo			

ENDING BALANCE **0.00**

1-Line

Sort by

Your RJO Exchange Account is now zero!