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".

Before starting you need to make a FAKE bank account in QuickBooks. We will pay the RJO bills with this fake bank account and then write a real check from our regular bank account to pay RJO Corporation. On the real check we'll choose the fake bank account on the expenses tab. All explained below.

So if not made for you yet, go to chart of accounts (control + A) and make a new account (Control +N).

Number it and name it in Description field "RJO Exchange Account". Save & close. Must be numbered in upper right hand corner.

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

								REP
		Ed	lit Vendor					-
VENDOR NAME	JO-Stuller Settings							
CURRENT BALANCE 0.	00	How do I adjust the	current balance?	?				
A <u>d</u> dress Info	COMPANY NAME	Stuller Settings						
<u>P</u> ayment Settings	FULL NAME	Mr./Ms./] First		M.I. Last				
Tax Settings	JOB TITLE]					
	Main Phone 💌	800-877-7777		Main Emai	*			
Account Setting <u>s</u>	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	Сору >>		SHIPPED	D FROM		
Vendor is inactive				O	К	Canc	el	Help

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 Jeweler	Profit, 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	VENDOR TYPE	CUSTOM FIELDS
	Payment Settings		< Add New >
rai	<u>T</u> ax Settings		RJO 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.

This also groups all of the RJO bills alphabetically in "Pay Bills", easier to see, they aren't scattered.

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:

Previo	us 🖙 Next 🔚 Sav	/e 🛛 🕄 Find	ዛ ^ሚ ስ Histor	y 🔄 Journal	🛛 🕼 Attach	-
Bill	🔘 Cre <u>d</u> it				📝 Bill Recei	ved
			Bill			
Vendor	RJO-Stuller Settings		-	Date	12/30/2011 🔳	
Address	Stuller Settings			Ref. No.	658	
Audress	PO Box 7777 LaFayette, LA 87777			Amount Due	162.20	_
				Bill Due	01/29/2012 🔳	
Terms	Net 30 👻	Discount Date	e	_		
Memo						
E <u>x</u> pens	ies \$162.20	Ite <u>m</u> s	\$0.	00		•
Accoun	t	Amount	t Mem	o Custo	omer: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......

- 1. Now go to the "Pay Bills" window. The RJO vendors are all together because putting "RJO" in front of their name (i.e RJO_Stuller" makes it easy to see and check off.
- 2. Check any RJO bills you want to pay:

			*						
	Show b	Due on	or before 12/25/2011						
	1.1	Show a	Il bills	Filter	By All vendors	· · · ·			
				Sort	By Vendor	.			
	T	Date Due	Vendor	Ref. No.	Disc, Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
		01/09/2012	Hertiage Management	765		1,250.00	0.00	0.00	0.00 ^
		07/31/2010	Rio Grande			325.00	0.00	0.00	0.00
		01/29/2012	Rio Grande	23434		350.23	0.00	0.00	0.00
		07/17/2010	RJO-Barbery Coast Je			2,548.45	0.00	0.00	0.00
		07/31/2010	RJO-Hoover & Strong			652.32	0.00	0.00	652.32
		01/29/2012	RJO-Hoover & Strong	1245		654.25	0.00	0.00	654.25
		07/17/2010	RJO-RQC	44466		877.36	0.00	0.00	877.36
		08/06/2010	RJO-Stuller Settings	779712		1,381.32	0.00	0.00	1,381.32
		12/25/2011	RJO-Stuller Settings	7784		784.50	0.00	0.00	784.50
		01/29/2012	RJO-Stuller Settings	658		162.20	0.00	0.00	162.20
		07/30/2010	Royal Touch	144646		4/2.36	0.00	0.00	0.00
					Total	s 13 196 71	0.00	0.00	4 511 95
	Clea Discou Vendor Bill Ref	ar Selections unt & Credit Inf r RJO-Stu ² . No. 658 o to Bill) formation for Highlighted Bill Iller Settings Te. Suj	rms gg. Discount Set Discount	Net 3 0.0	30 Number of DO Total Cred Set Cre	Credits ts Available edi <u>ts</u>	0 0.00	
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By clicking on "to be printed is **not going to print a check to mail to RJO**. Its just going to print vouchers so if needed you can mail them to RJO and tell RJO what invoices you're paying and/or attach to your copies.

Most stores just go to RJO and on their system tell RJO what vendor bills we are paying. You could just choose "assign check number" and not print them. (You don't need to give a check number)



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.

NOW TO PAY RJO:

Go to your chart of accounts and you'll see the RJO Exchange account is overdrawn. This is how much we owe RJO Corporation.

🛗 Chart of Accounts			• 8
Name	🖇 Type	Balance Total	Attach
♦ 1000 · Operating Account	Bank	45,446.62	
♦ 1005 · Payroll Account	Bank	0.00	
to 10 · Savings/Money Market	Bank	0.00	
♦ 1020 · Cash In Safe	Bank	0.00	
♦ 1025 · RJO Exchange Account	Bank	-4,511.95	
- 4000 - Alexander Dielestischle	A annual a Diamatural I	0.00	

Now we write a REAL CHECK from our regular checking account payable to the RJO Corporation.

On the checks expense tab choose the RJO Exchange Bank Account. **THIS** is the check you mail or just notate in check number field "Paid Online" or "eft".

	iks - Operating Account		
Drevious 🕄	🕼 Next 🕞 Save 🥥 Print 👻 🔁 Find 📃 Journal 🛛 Attach		
Bank Account	1000 · Operating Account Ending Balance 45,446.62		
Pay to the	No. 1572 Date 12/15/2011		
Four thou	sand five hundred eleven and 95/100***********************************		
Address	RJO 50 Brunswick Court Iowa City IA 52240-2862		
Memo		Order Checks	
Expenses	\$4,511.95 Items \$0.00 Online Payment To be printed		
Expenses Account	\$4,511.95 Items \$0.00 Online Payment To be printed Amount Memo	Customer:Job	Billable
Expenses Account JO Exchance < Add Ne	\$4,511.95 Items \$0.00 Online Payment To be printed Amount Memo e Account 4,511.95 w >	Customer:Job	Billable

Now all RJO bills have been marked paid and you have now have paid the RJO Corporation.

We did this because QuickBooks will not allow you to pay many vendors and write one single check to one company (i.e. RJO Corporation). Using this fake exchange account does just this.

If you open the RJO Exchange bank Account you'll see the bills that were paid and a check paying to the RJO Corporation and the balance is now zero. You het an "A+".

🔷 Go to	🎯 Print	. 🛛 😰 Edit Transaction 🛛 📳 QuickRepo	ort 📑 Download Bank	Stater	ment	
				¹		
Date	Number	Payee	Payment	1	Deposit	Balance
	Туре	Account		100		
2/30/2011	4	RJO-Hoover & Strong	1,306.57			-1,306.5
	BILLPMT	2000 · Accounts Payal				
2/30/2011	5	RJO-RQC	877.36			-2,183.9
	BILLPMT	2000 · Accounts Payal 23233				
2/30/2011	6	RJO-Stuller Settings	2,328.02			-4,511.9
	BILLPMT	2000 · Accounts Payal				
2/31/2011	1572	RJO			4,511.95	0.0
	СНК	1000 · Operating Acco				
12/15/2011						
	71					
- 11 - 11 - 11 - 11 - 11 - 11 - 11 - 1	Ine K	EAI check you wrote to KJO brough				
Splits	thr RJ	O Exchange Account back up to ze	ro En	ding ba	alance	0.00
	balan	ce.				
<u>1</u> -Line				1.1		

USING A CREDIT FROM "VENDOR A" TO USE AGAINST BILLS WE OWE RJO IN TOTAL:

RJO allows you to use a credit from one company to lower your debt to RJO. So using another example here is an accounts payable report

Here is an A/P report (different example) where we owe Stuller \$1250.00 and have a credit we want to use from Rembrandt of \$200.00

- 1. First pay the Stuller bill using the RJO Exchange bank Account.
- 2. Then enter a BILL for Rembrandt and on the **EXPENSE line use the RJO Exchange bank Account** and type in the credit amount.
- 3. Go to Pay Bills and click on the Rembrandt bill you just put in and use the credit to pay it off, now Rembrandt is zero. This is just housekeeping.
- 4. When you pay the Stuller bill it will be in the RJO exchange account. The Rembrandt bill will now be there as an opposite entry and you will owe RJO the difference which is \$1050.00.
- 5. Write a check (or pay them online) to RJO using on expense line the RJO exchange Account and this account is zero. Pictures below

		As of	July 25, 2	019			
	Current	1 - 30	: 31 - 60	61 - 90	> 90	: TOTAL	
RJO-Rembrank.	-200.00 📢	0.00	0.00	0.00	0.00	-200.00	
RJO-Stuller	1,250.00	0.00	0.00	0.00	0.00	1,250.00	
TOTAL	1,050.00	0.00	0.00	0.00	0.00	1,050.00	

Paying Stuller

SELECT BI	LLS TO B	e Paid							
Show bills	s 🔘 Du	e on or before	08/04/2	2019 🛅					
	Shows	ow all bills			Filte	er By	•		
					So	rt By Due Date	-		
	TE DUE :	VENDOR		REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
I ≥ 08/0	04/20 I	RJO-Stuller				1,250.00	0.00	0.00	1,250.00
Clear	Selectior	15			Totals	1,250.00	0.00	0.00	1,250.00
Clear S DISCOUNT Vendor Bill Ref N	Selectior & CREDIT RJO- Io	15 TINFORMATION Stuller	FOR HIGHL	LIGHTED BIL	Totals L erms	1,250.00	0.00 Numbe	er of Credits	1,250.00 0 0 0 00
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Now what's left is a credit to handle with Rembrandt

	A /	P Agii As of	n g Sum July 25, 20	mary 19		
	Current	1 - 30	31 - 60	61 - 90 ÷	> 90	TOTAL
RJO-Rembran	-200.00 <	0.00	0.00	0.00	0.00	-200.00
TOTAL	-200.00	0.00	0.00	0.00	0.00	-200.00

	cre <u>a</u> it			Bill Received
Bill			1235	
/ENDOR	RJO-Rembrandt		▼ DATE	07/25/2019
DDPESS	Rembrandt		REF. NO.	
(DENEOS			AMOUNT DUE	200.00
			BILL DUE	08/04/2019
	NEW CONTRACTOR	The state of the s		
ERMS	▼ 275 M 2/11			
IERMS NEMO				
NEMO	\$200.00 Ite <u>m</u> s	\$0.00		
AEMO Penses CCOUNT	\$200.00 Items	\$0.00 : AMOUNT	: ME ; CUST	OMER:JOB : BILLABLE?
IERMS MEMO Denses CCOUNT 105 · RJC	\$200.00 Items	\$0.00 : AMOUNT	: ME ; CUST	OMER:JOB BILLABLE?
MEMO penses CCOUNT 105 · RJC	\$200.00 Items	\$0.00 : AMOUNT	: ME : CUST 200.00	OMER:JOB E BILLABLE?
rems vemo penses ccount i05 · RJC	\$200.00 Items	\$0.00 : AMOUNT	i me i cust 200.00	OMER:JOB : BILLABLE?
erms remo penses ccount r05 · RJC	\$200.00 Items	\$0.00 : AMOUNT	i me i cust 200.00	OMER:JOB EBILLABLE?

Now enter a bill for Rembrandt for the \$200.00.

Now pay the Rembrandt bill to make account zero (just housekeeping)

-				Pay Bills (Editi	ing Transaction)				
SELECT BIL	LLS TO BI	E PAID						•	
Show bills	O Du	e on or before 08/0	4/2019 🔳						
	Shows the second sec	ow all bills		Filte	r By		-		
				So	t By Due Date		-	4	
I : DAT	E DUE :	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CRE		TO PAY
08/0	04/20	RJO-Rembrandt			200.00		0.00	200.00	0.00
			_						
									0.00
Clear S	Selectior	ns		Totals	200.00		0.00	200.00	0.00
Clear S DISCOUNT & Vendor Bill Ref. No	Selectior & CREDIT RJO- 0.	is Information for hig Rembrandt	SHLIGHTED BILI Te Su	Totals L erms ugg. Discount	200.00	.00	0.00 Number of C Total Credits	redits	0.00
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DATE	NUMBER	1	PAYEE		PAYMENT	~	DEPOSIT	BALANCE
	TYPE	ACCOUNT		МЕМО				
07/25/2019		RJO-Stuller			1,250.0	0		-1,25
	BILLPMT	2000 · Accounts Payable			-		-	
07/25/2019		RJO-Rembrandt	0.115		0.0	0		-1,25
07/05/0040	BILLPMT	2000 · Accounts Payable	QUICKBOO	oks generated zero a				1
07/25/2019	DILL	RJU-Remorandt					200.00	-1,05
05/0040	BILL	2000 · Accounts Payable			_		Danasit	-
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Now look inside the RJO exchange account. The net amount is what you owe RJO.

Now pay RJO

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				DATE	07/25/2019	9 li		
PAY TO THE ORDER OF R.	•	5	1,050.00					
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Our accounts payable is now zero and this check you just wrote makes the RJO exchange account zero, as it should be.

			1005 - 105	O Exchange Accor	unt			^
🏺 Go to	🚔 Print	🛛 🕼 Edit Transaction 🛛 👔	QuickReport	🕍 Setup Bank Fee	eds			
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25/2019	Number	Payee		•	Payment		Deposit	
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Splits	to ze	ro out the cred	it					0.00
					ENDING BALANCE			0.00

That's all there is to it. If I can help you with anything else just let me know

David Geller <u>www.JewelerProfit.com</u> <u>David@JewelerProfit.com</u> (404) 255-9565