

## M.9

# Running Accounts Payable Reports in QuickBooks® Online (QBO)

Step 1: From your Home page in QBO, open the Reports page

1. Click **Reports** in the left navigation bar.
2. Select **Standard Reports**.
  - a. *Tip: Click the **hamburger icon** (three lines) at the top left by "Reports & Analytics" to expand your screen space.*
3. Select the **Accounts payable aging summary** report. You will find it in the "What you owe" section. If you click on the star to the right of the report name it will also show up in the "Favorites" section at the top of the page. You can also use the search bar at the top of the page. Click on the report to run it.
  - a. Other useful reports in the "What you owe" section are the **Accounts payable aging detail** and the **Unpaid bills** reports.

Step 2: Review the Accounts Payable reports

1. Every number in the report is a hyperlink. You can click on it to see the details and then you can click any bill listed to see the bill.

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