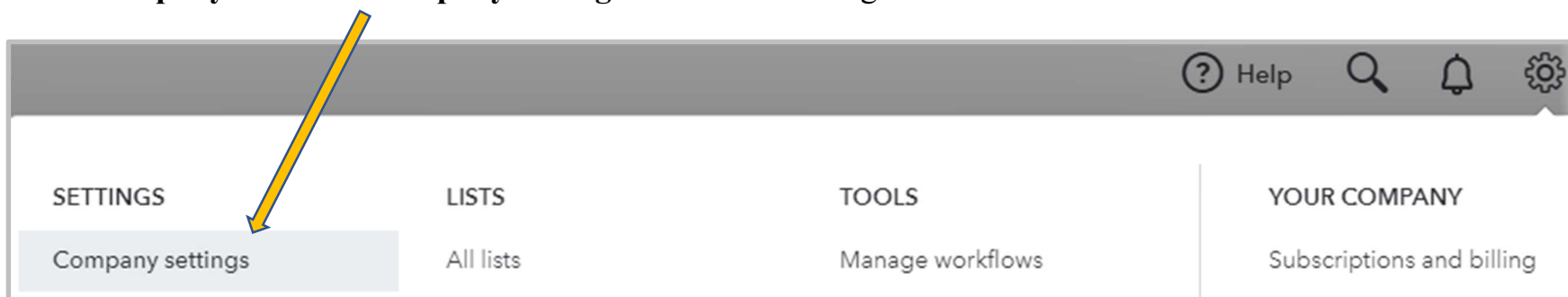


HOW TO CHANGE THE BILL DUE DATE DEFAULT

Does it bother you that the QuickBooks Online (QBO) program defaults the bill due date to 10 days after the date the bill was entered? Here is how you can change it.

First go to the “**GEAR**” Menu on the right side of the screen. The Menu has 4 Categories: **Settings, Lists, Tools** and **Your Company**. Choose “**Company settings**” under the Settings Column.



Choose “**Expenses**” from the left side of the screen. For those units who have not set up Default bill payment terms the new window will look like this:

Company	Bills and expenses	Show Items table on expense and purchase forms	Off
Notifications		Show Tags field on expense and purchase forms	On
Sales		Track expenses and items by customer	Off
Expenses		Make expenses and items billable	Off
		Default bill payment terms	

HOW TO CHANGE THE BILL DUE DATE DEFAULT

For those units who have already set up their Default Bill Payment Terms the window might look like this

Company	Bills and expenses	Show Tags field on expense and purchase forms	On
Billing & Subscription		Default bill payment terms	NET 10
Usage	Purchase orders	Your current version of QuickBooks doesn't include purchase orders <ul style="list-style-type: none">Upgrade to Plus if you also need purchase orders	
Sales			
Expenses			

Putting your mouse on top of the Words **“Default bill payment terms”** will bring up the window options to change the Bill Payment Terms.

Chose the option you would like, then hit the **“SAVE”** button

Company	Bills and expenses	Show Tags field on expense and purchase forms ?	<input checked="" type="checkbox"/>
Billing & Subscription		Default bill payment terms	NET 10
Usage	Purchase orders	Your current version of QuickBooks doesn't include purchase orders <ul style="list-style-type: none">Upgrade to Plus if you also need purchase orders	
Sales			
Expenses			
Payments			
Advanced			

Cancel Save

- + Add new
- 1% 10 Net 30
- 2% 10 Net 30
- Due on receipt
- NET 10**
- Net 15
- Net 30
- Net 60
- NET 7