

QuickBooks Change Customer To Vendor or Employee

Since there are some limitations with QuickBooks and this is one of them. You cannot directly change the customer to the vendor but we have some alternative solutions that can help you out.

Firstly you should be very clear with the concept of the customer and vendor relationship in the QuickBooks. Let's take a quick overview.

How to Change Customer to Vendor in QuickBooks?

1. Choose the Create icon.

2. Select Check under Vendors.

3. Select Payee from the drop-down list.

4. Choose a Bank account where the money will withdraw.

5. Fill all the checks filed. Note: You receive the Memo field is optional. Enter text in the Memo field in the register, on print checks, or on the reports which include this check.

6. Choose the Print or Preview option if you required printed checks.

7. Choose Save and close or Save and new.



**IT'S TIME TO TAKE
ACTION!**



There are so many ways you can this procedure.

For some great tips, head to www.smbaccountants.com.