

## Purchase Inventory Without a Purchase Order— No Payment Made at Time of Purchase

The Enter Bills window is used to process and record the receipt of goods purchased without a purchase order. After entering information and saving the completed Enter Bills window, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Inventory	\$		✓	✓
Accounts Payable		\$	✓	✓

### Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	Home Page	Click the Receive Inventory icon under Vendors.
<b>B</b>	Receive Inventory drop-down list	Select Receive Inventory with Bill ( <i>not shown</i> ) to open the Enter Bills window.
<b>C</b>	Vendor	Select a vendor from the drop-down list or add new.
<b>D</b>	Open POs Exist window ( <i>not shown</i> )	If there are open POs for this vendor, this window will open. Click No.
<b>E</b>	Date	Accept default date or change.
<b>F</b>	Ref No.	Type the vendor's invoice number.
<b>G</b>	Amount Due	Leave blank. Information is automatically entered when steps J–M are entered.
<b>H</b>	Terms	Accept the default payment terms or select from the drop-down list.
<b>I</b>	Items tab	Click to open the Items tab if it is not open.
<b>J</b>	Item	For each item, select the items received from the drop-down list or add new.
<b>K</b>	Description	For each item, accept the default description or edit.
<b>L</b>	Qty.	For each item, enter the quantity of items received.
<b>M</b>	Cost	For each item received, accept default cost or change.
<b>N</b>	Amount	Verify the total is correct. ( <i>Not possible to verify unless the information is provided.</i> )
<b>O</b>	Enter Bills window	Review the information to verify that it is correct.
<b>P</b>	Save & Close/Save & New buttons	Click the Save & Close or Save & New button.

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QuickBooks windows



**Enter Bills** window screenshot with annotations:

- O**: Window title bar
- C**: Vendor dropdown menu
- E**: Date field (12/15/21)
- F**: Reference number field
- G**: Amount due field (0.00)
- H**: Terms dropdown menu
- I**: Item dropdown menu
- J**: Item name column header
- K**: Description column header
- L**: Quantity column header
- M**: Unit of measure column header
- N**: Amount column header
- P**: Save & New button

ITEM	DESCRI...	QTY	U/M	DST	AMOUNT	CUSTOMER JOB	BILLA...	CLASS

Reference — Purchases and Cash Disbursements Cycle Activities