

Receive Goods On a Purchase Order

The Enter Bills window is used to process and record the receipt of goods from an open purchase order. After the Enter Bills window is saved the following occurs:

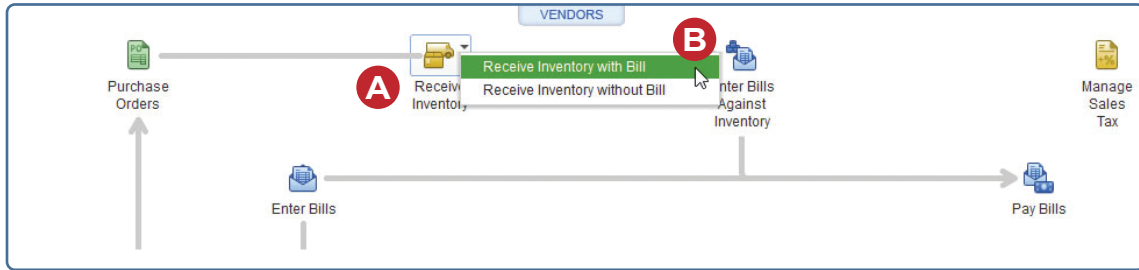
Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Inventory, Fixed Assets, or Expenses	\$		✓ (inventory and fixed assets)	✓
Accounts Payable		\$	✓	✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Receive Inventory drop-down button under Vendors.
B	Receive Inventory drop-down list	Select "Receive Inventory with Bill" to open the Enter Bills window.
C	Vendor	Select a vendor from the drop-down list.
D	Open POs Exist window (<i>not shown</i>)	Click Yes.
E	Open Purchase Orders window	Select which purchase order is being received by placing a check mark on its line and click OK to return to Enter Bills window.
F	Date	Accept default date or change.
G	Ref No.	Type the vendor's invoice number.
H	Amount Due	Accept listed amount due or change. (<i>Not possible to verify unless the information is provided.</i>)
I	Terms	Accept the default terms or select from the drop-down list.
J	Items tab	Click to open the Items tab if it is not open.
K	Item	For each item, accept the items ordered or change using the drop-down list.
L	Description	Accept the default description or edit.
M	Qty.	For each item type received, accept the quantity ordered or change to the quantity that was received.
N	Cost	For each item received, accept default cost or change.
O	Expenses tab (<i>content not shown</i>)	Click the Expenses tab. Verify that correct general ledger account is in Account Box. Verify that correct general ledger account is in Account Box. If applicable, type the sales tax amount in the Amount Box, then type "Sales Tax" in the Memo box.
P	Enter Bills window	Review the information to verify that it is correct.
Q	Save & Close/Save & New buttons	Click Save & Close or Save & New button.

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QuickBooks windows



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DATE	PO NO.	MEMO
12/15/2021	1	