

Purchase Non-Inventory Items or Services Without a Purchase Order— Payment Made at Time of Purchase

The Check window is used to process and record purchases without a recorded purchase order that are paid at the time of the purchase. After the Check window is saved, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Various Exp. or Non-Inv. Asset Accounts	\$		✓ (fixed assets)	✓
Checking Account		\$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Home Page	Click the + New button → Check (in the Vendors category) to open the Check window .
B	Payee	Select a payee from the drop-down list.
C	Bank Account	Accept default general ledger account or change.
D	Payment date	Accept the default date or change.
E	Check no.	Type the check or electronic payment number. If there is no ACH number, type "ACH."
F	Category details section	Click to expand the Category details section of the window if it is not already expanded.
G	Category	Select the general ledger account to be debited for the purchase and payment of the non-inventory item or service included on the vendor invoice.
H	Description	Type a description of the non-inventory item or service purchased.
I	Amount	Type the amount for the non-inventory item or service purchased.
J	Various	Repeat steps G – I for each non-inventory item or service purchased, including any sales tax included on the invoice. For sales tax, be sure to select the correct general ledger account in the Category box and type "sales tax" in the Description box .
K	Memo	Type the vendor invoice number.
L	Check window	Review the information to determine that it is correct.
M	Save options	Save the check and close the window.



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