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) | \checkmark |
| Checking Account | | \$ | | ✓ |

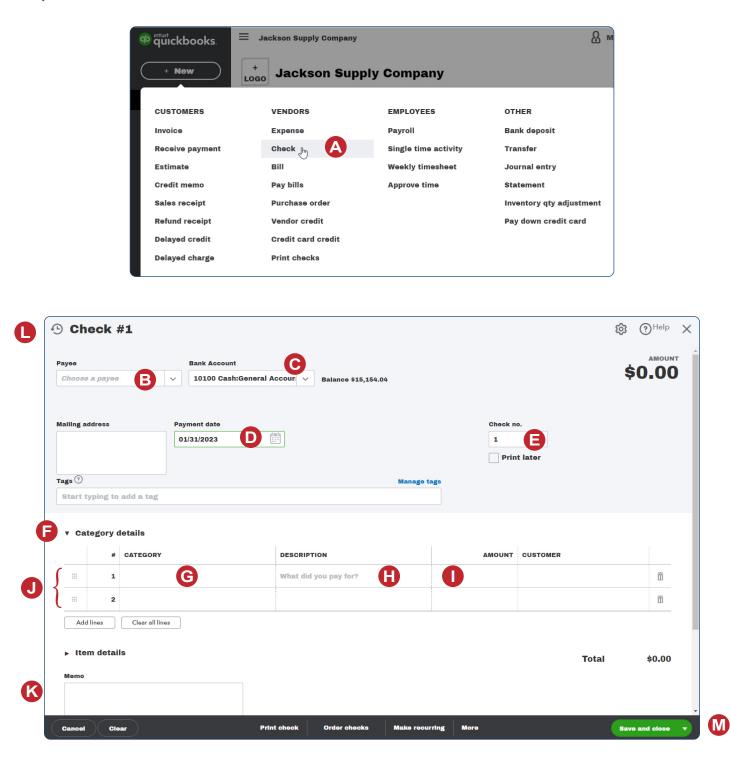
Quick Reference Table

| 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 | Рауее | 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. |
| B | Check no. | Type the check or electronic payment number. If there is no ACH number, type "ACH." |
| ß | 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. |
| 0 | Description | Type a description of the non-inventory item or service purchased. |
| 0 | 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. |
| C | Check window | Review the information to determine that it is correct. |
| M | Save options | Save the check and close the window. |

Reference — **Purchases and Cash Disbursements Cycle Activities:** Purchase Non-Inventory Items or Services Without a Purchase Order— Payment Made at Time of Purchase



Purchase Non-Inventory Items or Services Without a Purchase Order — Payment Made At Time of Purchase *QBO* windows



Reference — Purchases and Cash Disbursements Cycle Activities: Purchase Non-Inventory Items or Services Without a Purchase Order— Payment Made at Time of Purchase

