## 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		\$		✓

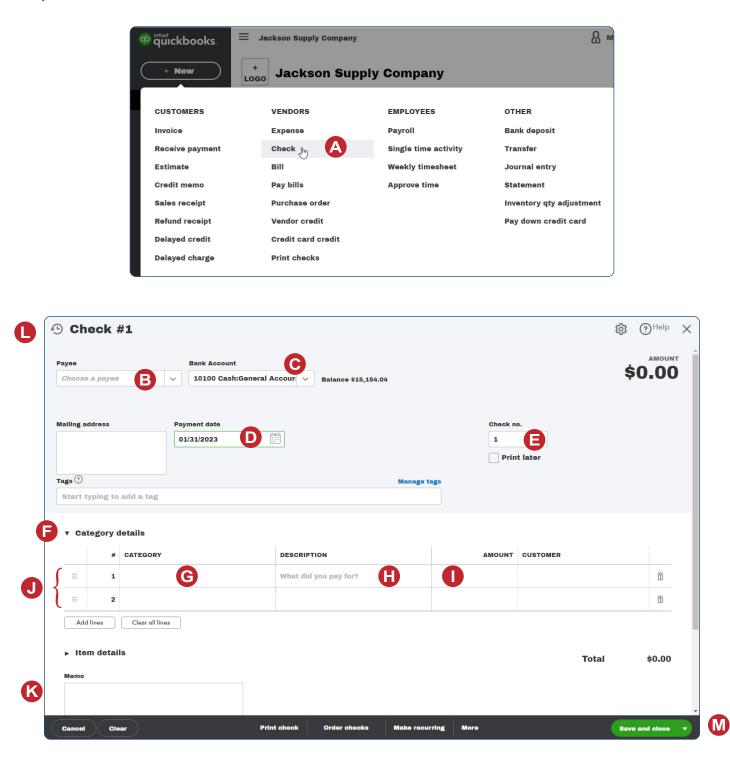
## **Quick Reference Table**

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 <b>Category details section</b> 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 <b>Category box</b> and type "sales tax" in the <b>Description box</b> .
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

