

Receive Goods On a Purchase Order

The Bill window is used to process and record the receipt of goods from an open purchase order. After the Bill 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	QBO Navigation bar	+ Create → Bill (in the Vendors category) to open the Bill window .
B	Vendor	Select a vendor from the drop-down list.
C	Terms	Accept default payment terms or change.
D	Bill date	Accept the default date or change.
E	Bill no.	Type the vendor's invoice number.
F	Add to Bill section – Add or Add all button	Identify the open purchase order for the goods being received and click Add to add the purchase order details to the Bill window . Click Add all to add all open purchase orders to the Bill window .
G	Item details section	Click to expand the Item details section of the window if it is not already expanded.
H	Various rows – Item details section	For each item received, review the details in the Item details section of the window. Accept or change the quantity and rate of each item received.
I	Category details section	If there is sales tax on the vendor invoice (items <i>not</i> held for resale, such as fixed assets or office supplies), click to expand the Category details section if it is not already expanded. If there is no sales tax, skip to step M.
J	Category	For sales tax only, select the general ledger account that should be debited for the sales tax portion of the invoice (same general ledger account that was used for the items that were purchased).
K	Description	For sales tax only, type "sales tax" in the Description box .
L	Amount	For sales tax only, type the sales tax total in the Amount box .
M	Bill window	Review the information to determine that it is correct.
N	Save options	Save the bill and close the window.



