Purchase Non-Inventory Items or Services Without a Purchase Order— No Payment Made at Time of Purchase

The Bill window is used to process and record the receipt of non-inventory items or services purchased without a purchase order. After entering information and saving the completed Bill window, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Expense and Non-Inv. Asset Accounts	$		✓ (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	**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 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 number in the **Category box** and type "sales tax" in the **Description box**.
K	**Bill window**	Review the information to determine that it is correct.
L	**Save options**	Save the bill and close the window.

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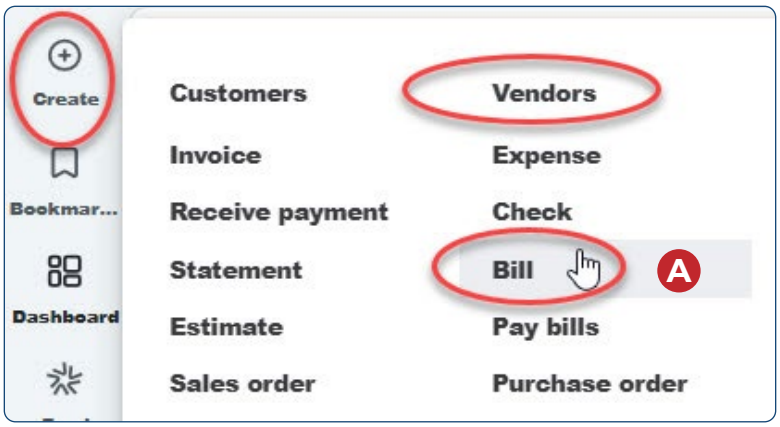
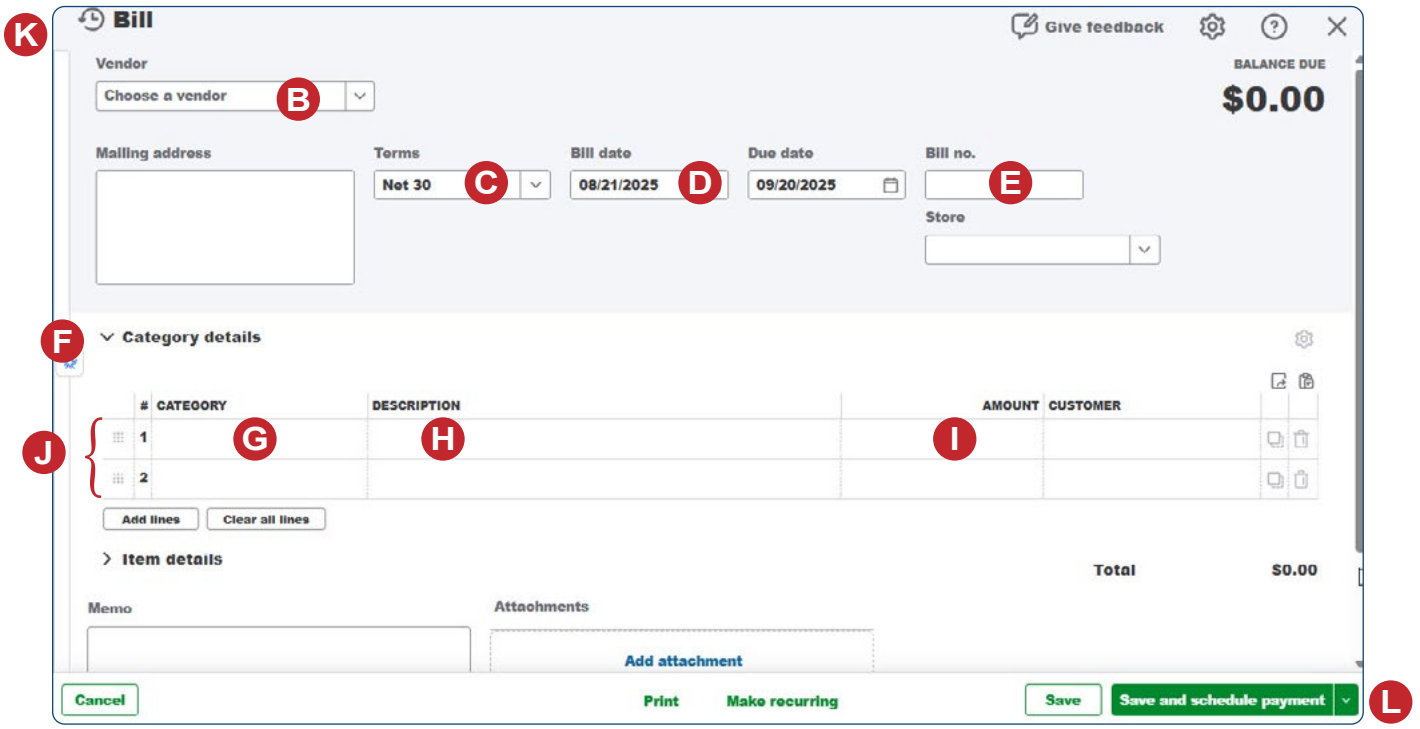
***QBO* windows**





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