

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

The Enter Bills 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 Enter Bills 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	Home Page	Click the Enter Bills icon under Vendors.
B	Vendor	Select a vendor from the drop-down list or add new.
C	Open POs Exist window <i>(not shown)</i>	If there are open POs for this vendor, this window will open. Click No.
D	Date	Accept default date or change.
E	Ref No.	Type the vendor's invoice number.
F	Terms	Accept the default payment terms or select from the drop-down list.
G	Expenses tab	Click to open the Expenses tab if it is not open.
H	Account	Select account from drop-down list or add new.
I	Amount	Enter the amount of the purchase that is associated with the account.
J	Memo	Type a description of the amount that is being charged to the account (legal services, for example).
K	Various	Repeat steps H – J for any other accounts that are applicable to the purchase.
L	Amount Due	Verify that the amount due is correct. <i>(Not possible to verify unless the information is provided.)</i>
M	Enter Bills window	Review the information to verify that it is correct.
N	Save & Close/Save & New buttons	Click the Save & Close or Save & New button.

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QuickBooks windows



M

B VENDOR

D DATE 12/15

E REF. NO.

L AMOUNT DUE 0.00

F TERMS

BILL DUE 12/25/2021

G Expenses \$0.00

ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB	BILL...	CLASS

H ACCOUNT

I AMOUNT

J MEMO

K {

N Save & Close Save & New Clear

Reference—Purchases and Cash Disbursements Cycle Activities