

## Purchase Inventory Without a Purchase Order— Payment Made at Time of Purchase

The Write Checks window is used to process and record purchases without a recorded purchase order that are paid at the time of the purchase. After the Write Checks window is saved, the following has occurred:

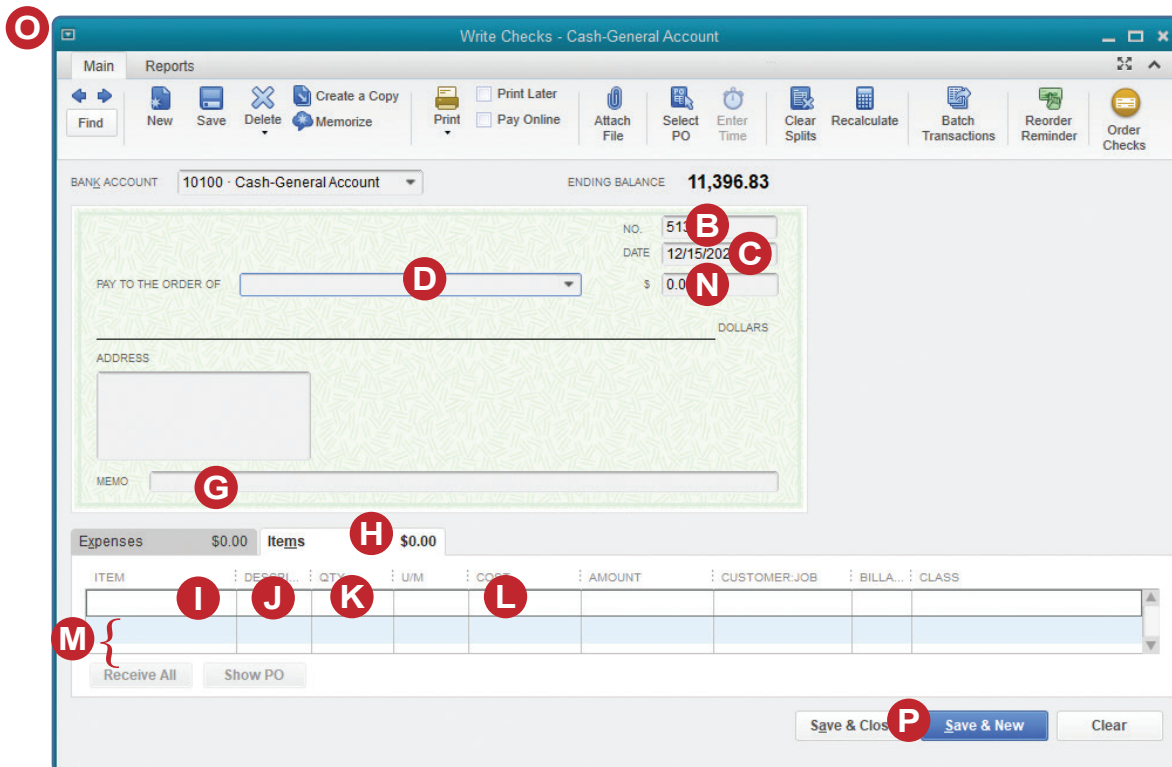
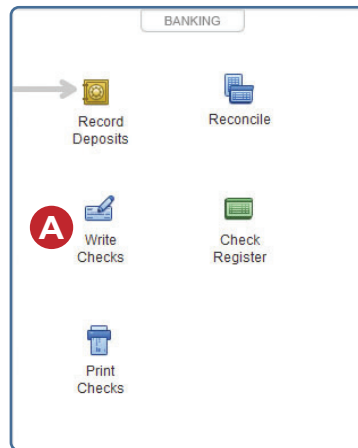
Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Inventory	\$		✓	✓
Checking Account		\$		✓

### Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	Home Page	Click the Write Checks icon under Banking.
<b>B</b>	No.	Accept default or enter the correct check number.
<b>C</b>	Date	Accept default date or change.
<b>D</b>	Pay to the Order of	Click the drop-down list arrow and select vendor or add new.
<b>E</b>	Open POs Exist window ( <i>not shown</i> )	If there are open POs for this vendor, this window will open. Click No.
<b>F</b>	“Write your check” button (Open Bills Exist window - <i>not shown</i> )	If there are open bills for this vendor, the Open Bills Exist window will open. Click the “Write your check” button to return to the Write Checks window.
<b>G</b>	Memo	Enter the vendor invoice number.
<b>H</b>	Items tab	Click the Items tab if it is not already open.
<b>I</b>	Item	Select the first item from drop-down list or add new.
<b>J</b>	Description	Accept default description or edit.
<b>K</b>	Qty.	Enter the quantity purchased.
<b>L</b>	Cost	Accept the default cost or edit.
<b>M</b>	Various	Repeat steps I–L for each inventory item purchased.
<b>N</b>	\$	Verify the total amount of the check. ( <i>Not possible to verify unless the information is provided.</i> )
<b>O</b>	Write Checks window	Review the information to verify that it is correct.
<b>P</b>	Save & Close/Save & New buttons	Click the Save & Close or Save & New button.

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QuickBooks windows



Reference — Purchases and Cash Disbursements Cycle Activities