

Purchase Non-Inventory Items or Services 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:

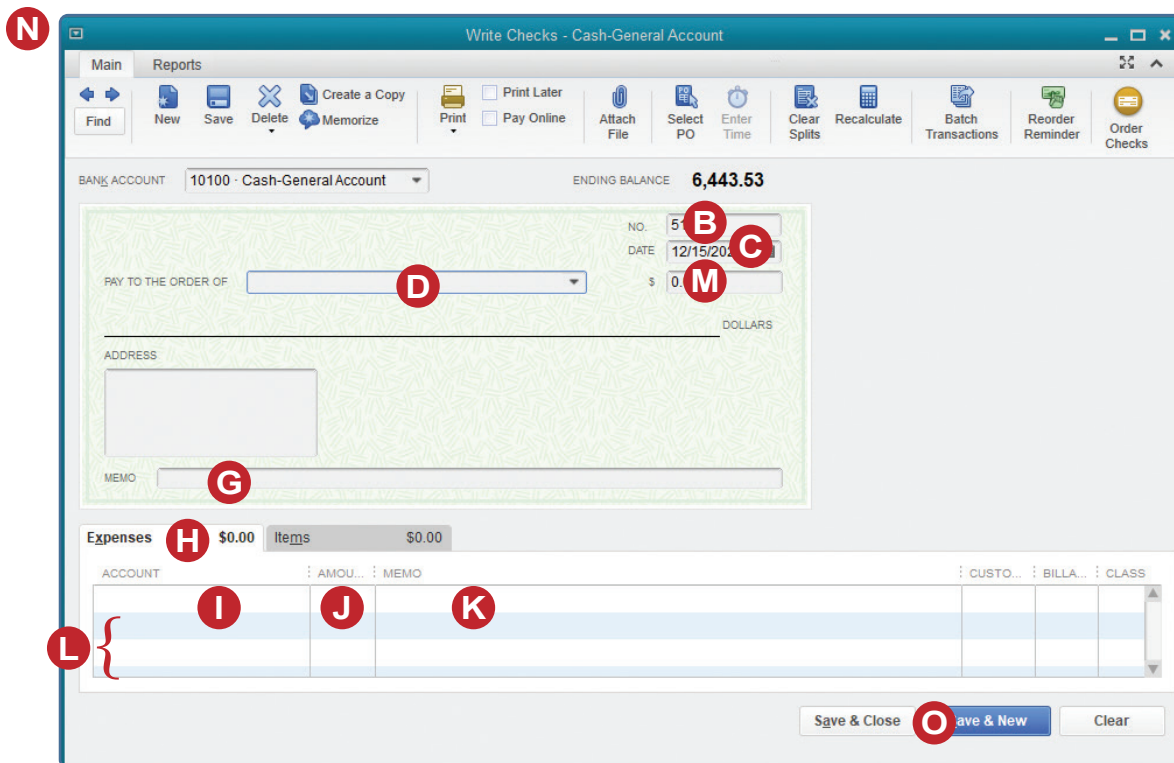
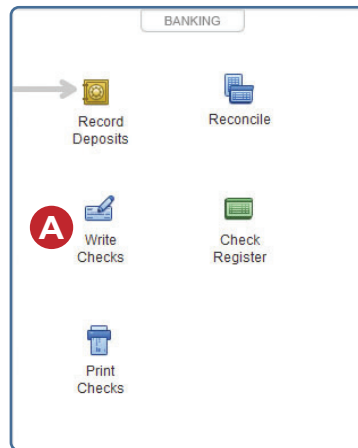
Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Various Exp. or Non-Inv. Asset Accounts	\$		✓ (fixed assets)	✓
Checking Account		\$		✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Write Checks icon under Banking.
B	No.	Accept default or enter the correct check number.
C	Date	Accept default date or click the calendar icon to change.
D	Pay to the Order of	Click the drop-down list arrow and select vendor or add new.
E	Open POs Exist window (<i>not shown</i>)	If there are open POs for this vendor, this window will open. Click No.
F	“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.
G	Memo	Enter the vendor invoice number.
H	Expenses tab	Click the Expenses tab if it is not already open.
I	Account	Select account from the drop-down list or add new.
J	Amount	Enter the amount of the purchase that is associated with the account.
K	Memo	Type a description of the amount that is being charged to the account.
L	Various	Repeat steps I – K for any other accounts applicable to the purchase.
M	\$	Verify the total amount of the check. (<i>Not possible to verify unless the information is provided.</i>)
N	Write Checks window	Review the information to verify that it is correct.
O	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