

## Purchase Non-Inventory Items or Services Without a Purchase Order— Payment Made at Time of Purchase

The Check window is used to process and record purchases without a recorded purchase order that are paid at the time of the purchase. After the Check 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
<b>A</b>	<b>QBO Home Page</b>	Click the <b>+ New button</b> → <b>Check</b> (in the <b>Vendors category</b> ) to open the <b>Check window</b> .
<b>B</b>	<b>Payee</b>	Select a payee from the drop-down list.
<b>C</b>	<b>Bank Account</b>	Accept default general ledger account or change.
<b>D</b>	<b>Payment date</b>	Accept the default date or change.
<b>E</b>	<b>Check no.</b>	Type the check or electronic payment number. If there is no ACH number, type "ACH."
<b>F</b>	<b>Category details section</b>	Click to expand the <b>Category details section</b> of the window if it is not already expanded.
<b>G</b>	<b>Category</b>	Select the general ledger account to be debited for the purchase and payment of the non-inventory item or service included on the vendor invoice.
<b>H</b>	<b>Description</b>	Type a description of the non-inventory item or service purchased.
<b>I</b>	<b>Amount</b>	Type the amount for the non-inventory item or service purchased.
<b>J</b>	<b>Various</b>	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 in the <b>Category box</b> and type "sales tax" in the <b>Description box</b> .
<b>K</b>	<b>Memo</b>	Type the vendor invoice number.
<b>L</b>	<b>Check window</b>	Review the information to determine that it is correct.
<b>M</b>	<b>Save options</b>	Save the check and close the window.



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QBO windows

