

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

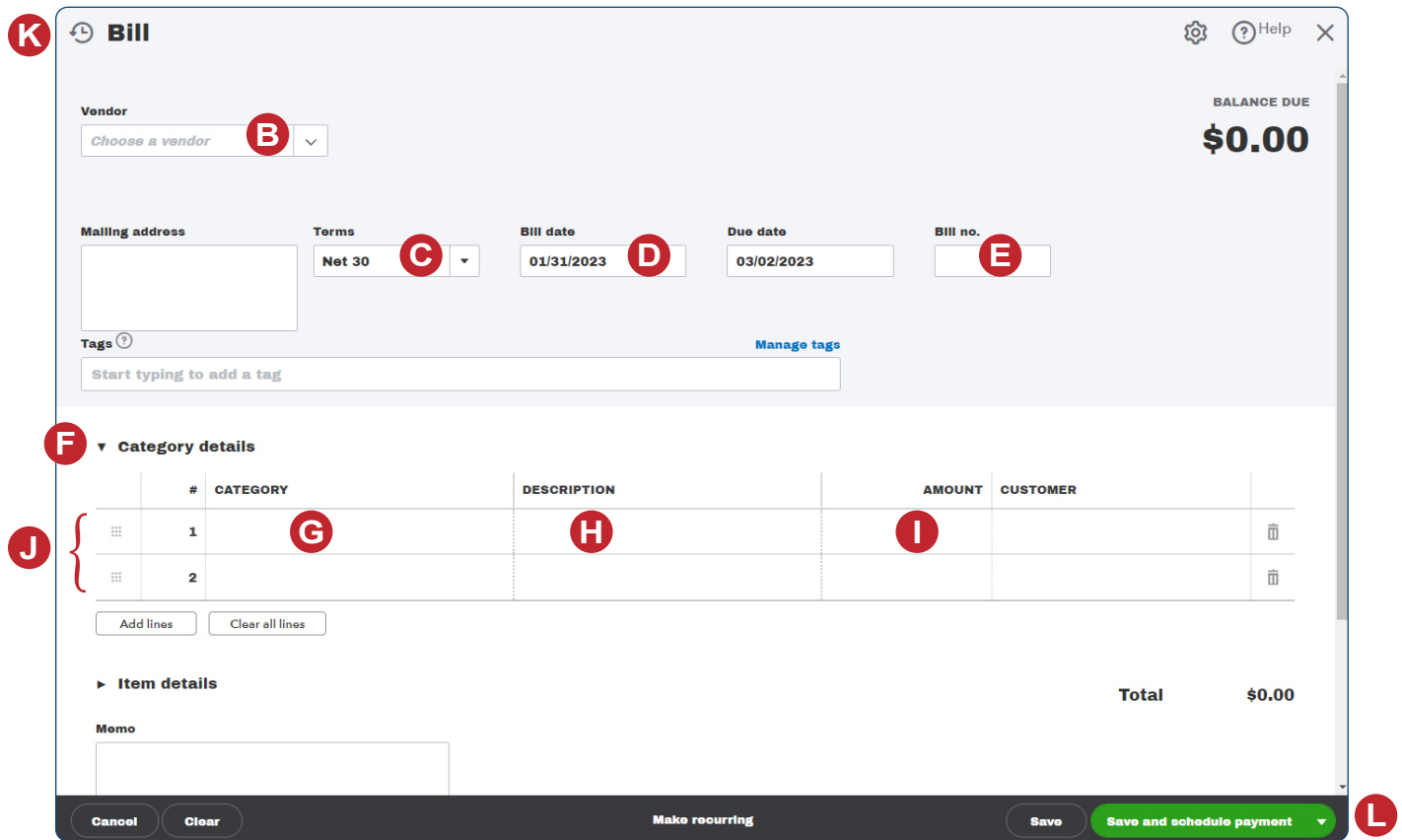
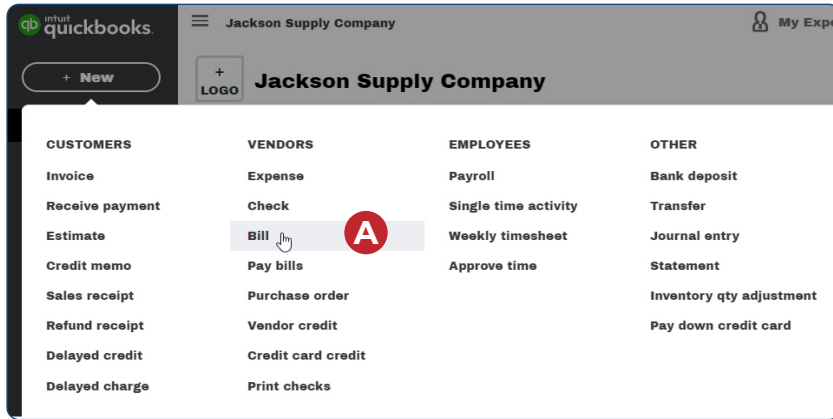
Step	Box or Other Location	Procedure
A	QBO Home Page	Click the + New button → Bill (in the Vendors category) to open the Bill window .
B	Vendor	Select a vendor from the drop-down list.
C	Terms	Accept default payment terms or change.
D	Bill date	Accept the default date or change.
E	Bill no.	Type the vendor’s 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.

Reference – Purchases and Cash Disbursements Cycle Activities:
Purchase Non-Inventory Items or Services Without a Purchase Order—
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QBO windows



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