

Paying One-Time Expenses QuickBooks Online

(Use this for payments made by check)

- 1. Click on the **quick create (plus sign)** in the upper right corner of the screen.
- 2. Click on **check** in the column labeled vendors.
- 3. Fill in the check:
 - a. Bank account = The account this check will be written from
 - b. Payee = Name of the person/business receiving the check
 - c. Payment date = Date of the check
 - d. Check number = Check number that will be used for this payment
 - e. Category = Which expense account should be used for this payment, use multiple lines if appropriate
 - f. Description = Notes about the purchase, this is not a mandatory field
 - g. Amount = The amount of the total check applies to this line (expense)



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Create				
Customers	Vendors	Employees	Other	
Invoice	Expense	Payroll 🎓	Bank Deposit	
Receive Payment	Check	Single Time Activity	Transfer	
Estimate	Bill	Weekly Timesheet	Journal Entry	
Credit Memo	Pay Bills		Statement	
Sales Receipt	Purchase Order		Inventory Qty	
Refund Receipt	Vendor Credit		Adjustment	
Delayed Credit	Credit Card Credit			
Delayed Charge	Print Checks			

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Check #71			(?) Help X
Payee Checking	Balance \$1,201.00		\$0.00
Mailing address Payment date 02/11/2019			Check no. 71 Print later
▼ Category details			
# CATEGORY DESCRIPTION		AMOUNT BILLABLE	TAX CUSTOMER
III 1 Phat did you pay for?			ā
III 2			0
AddInes Cearaillines Item details Memo			Total \$0.00
Cancel			Save and close 👻