



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)
-



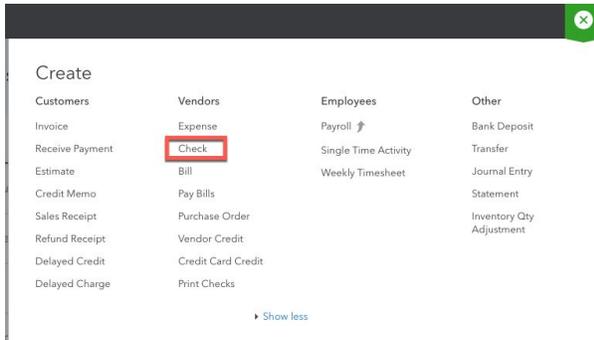
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Check #71

Bank Account: Checking Balance \$1,201.00

Payee: [Choose a payee]

AMOUNT: \$0.00

Mailing address: [Empty]

Payment date: 02/11/2019

Check no.: 71

Print later:

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	BILLABLE	TAX	CUSTOMER
1	[Empty]	What did you pay for?	[Empty]			
2						

Add lines | Clear all lines

Item details

Memo: [Empty]

Total: \$0.00

Cancel | Print check | Order checks | Make recurring | More | Save and close