Vendor Bills via Accounts Payable

When a vendor bill is received it can be either entered to Accounts Payable and paid at a later date (see below) or it can be paid immediately using the Write Check functionality (see Write Checks Workflow).

To Enter the Bill to Accounts Payable:

1) From the HOME page choose 'Enter Bills'

2) Choose the Vendor—If the vendor is new, select <add new> at the top of the drop down list, fill in the basic vendor information and click OK

3) Enter the date of the bill in the Date field and enter the due date of the bill in the Bill Due field

4) Information added to the Ref no field on the bill will appear on the check stub

5) Information added to the memo field in the center of the screen will appear on the check if the Vendor Account number is NOT populated on the vendor record—if the Vendor Account number is populated on the vendor record, the account number will appear on the check regardless of what is input in the center memo field

6) There are two tabs, Expenses and Items, about halfway down the screen:

   If the bill is for an expense use the Expenses tab -

   Select the appropriate general ledger Account for the expense (e.g. a Verizon bill would go under Telephone Expense); Enter the Amount; Include a brief description in the memo field e.g. 'quarterly cleaning charges 3/1 through 5/31'; If the expense can be attributable to a specific customer, select the appropriate Customer:Job; if the expense can be attributable in definite portions to multiple jobs, input a line (Account, Amount, Memo, Customer:Job) for each customer.

   If the bill is for inventory that was purchased use the Items tab (do not use if Purchase Orders have been entered—see Receive Inventory) -

   Select the appropriate inventory Item: Enter the Quantity: If required, edit the Description, Cost & Amount columns; If the item can be attributable to a specific job, select the appropriate Customer:Job.

7) Click Save & Close