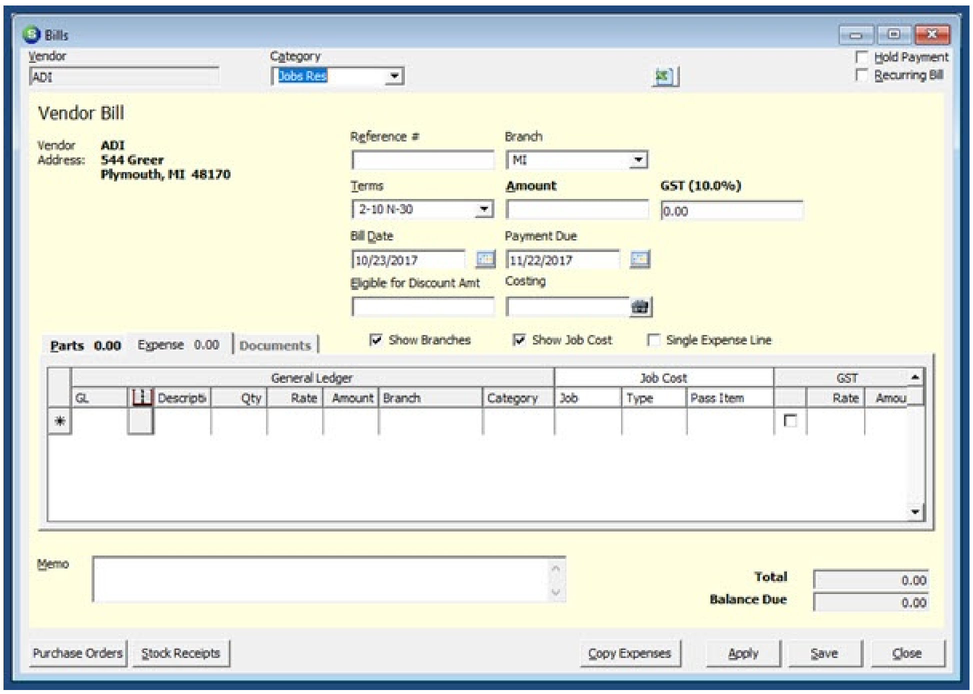
# Enter a Bill-Match to a Receipt

Last Modified on 09/26/2025 11:03 am EDT

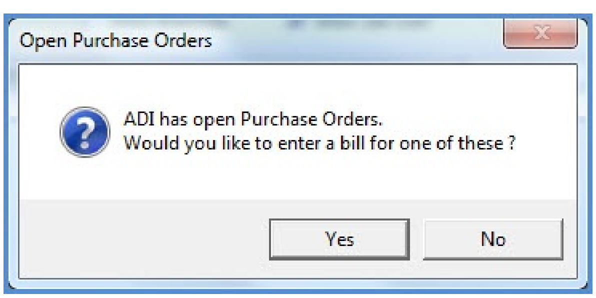
Once a purchase order is received for inventory parts or expense items (or both), a receipt record is created and posted to the General Ledger. If receiving purchase orders, it is important to always match a bill to a receipt record. If a bill is entered and not matched to the corresponding receipt record, the Inventory Receipts account on the balance sheet will be overstated.

Follow the instructions below to enter a bill by matching to a receipt record.

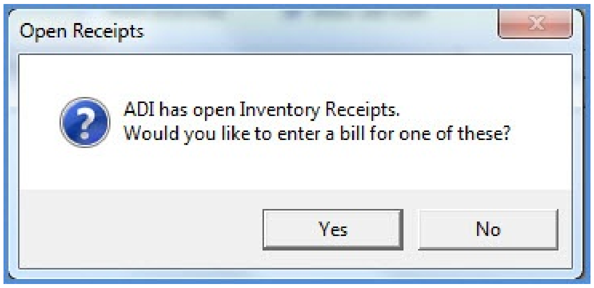
1. A new Bill can be entered by navigating either from Accounts Payable/Bills or from the Vendor Explorer and right-clicking on the Bills tree option and selecting New Bill.



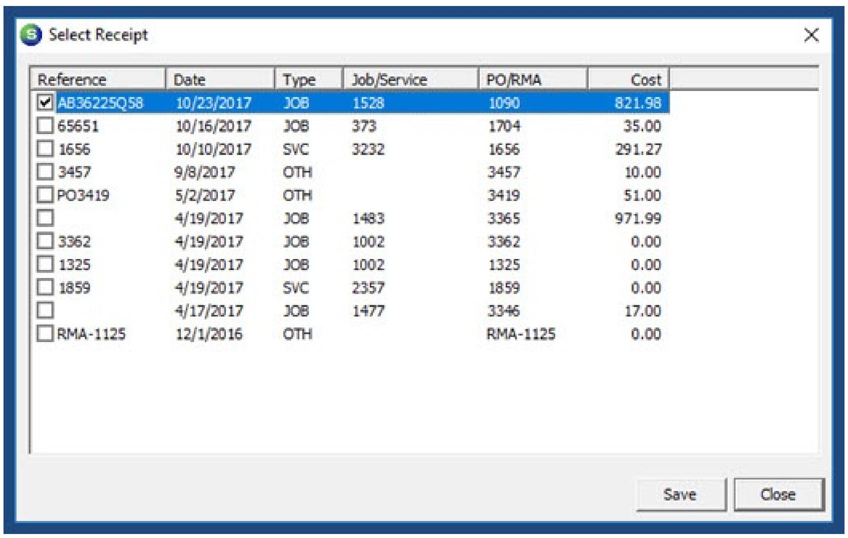

2. After selecting the vendor, one or two messages open:
   The first message states: The Vendor has Open Purchase Orders-would you like to enter a Bill for one of these?; select **No** to this question.




The second message states: The Vendor has Open Inventory Receipts-would you like to enter a Bill for one of these?; select **Yes** to this question.




3. The Select Receipt list opens. Select the checkbox to the left of the receipt that is a match for the bill being entered then click the Save button located at the lower right of the list. You can select multiple receipts if a PO was received in multiple shipments but one bill is received from the vendor.

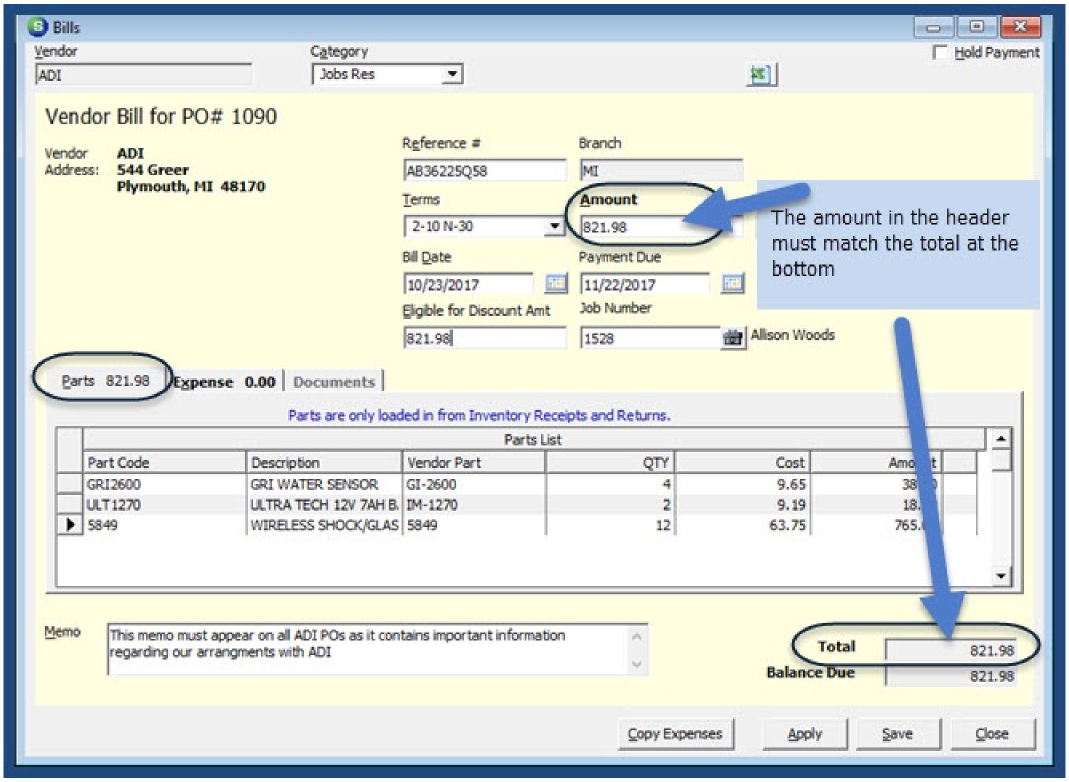



4. The Bill form fills in with the information from the receipt record. Fill in or modify the information as needed.

- Category - Make certain the correct category is selected. This defaults from the receipt record, but can be changed.
- Reference - In the Reference field enter the vendor Invoice Number.
- Enter the Bill Date - the Payment Due Date is automatically calculated based on the Bill Date entered and the default Terms for the vendor. You can override the Terms Code or the Due Date if needed.
- Eligible for Discount Amount - If a discount is available for some or all of the bill amount, enter the amount that is eligible to be discounted if the bill is paid within the discount days associated with the Term Code on the bill. If the bill is not eligible for a discount, leave this field blank.
- Amount - Enter the total amount of the bill.
- Parts Cost - If the part cost is different, you can override the amount displayed in the Cost column. If the cost is changed, when the bill is saved, an entry is automatically recorded to the PPV (Purchase Price Variance) account for the difference between the receipt cost and the bill cost.
- Expenses - If the bill being entered is for a parts receipt and shipping or other costs a being billed, navigate to the Expense tab of the Bill form and select the G/L account and enter the amount for any other expenses. Continue on to the next page for detailed information on entering expense items.
- Memo - If a memo was entered on the purchase order, this will default into the bill. You may change or remove this information if desired.

The Total field at the lower right of the Bill form keeps track of all amounts entered on the parts and expense tab; if changes are made to the part cost and/or expenses, you must change the Amount in the header of the Bill form. You cannot save the bill if the Amount in the Header is not equal to the Total field.

5. If your company has subscribed to SedonaDocs, and a document needs to be attached to the Bill, click the Apply button then navigate to the Documents tab and either scan in and attach a document or add an existing saved document. If no documents are being attached, proceed to step number 6.
6. Once all fields have been populated, click the Save button located at the lower right of the Bill form.

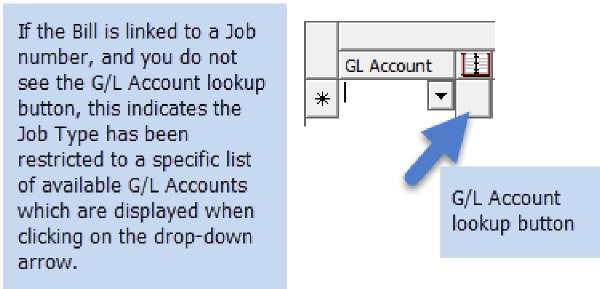



### Expense Items

The Expense tab is used to enter miscellaneous expenses by selecting the appropriate G/L Account.

- GL Account - If a drop-down arrow is displayed in the right of the field, clicking on the arrow displays a list of previously used G/L Accounts for this vendor.  You can make a selection from the drop-down list or if the G/L Account needed is not listed, click on the gray G/L Account Lookup button;  this opens the entire chart of accounts from which to make a selection.

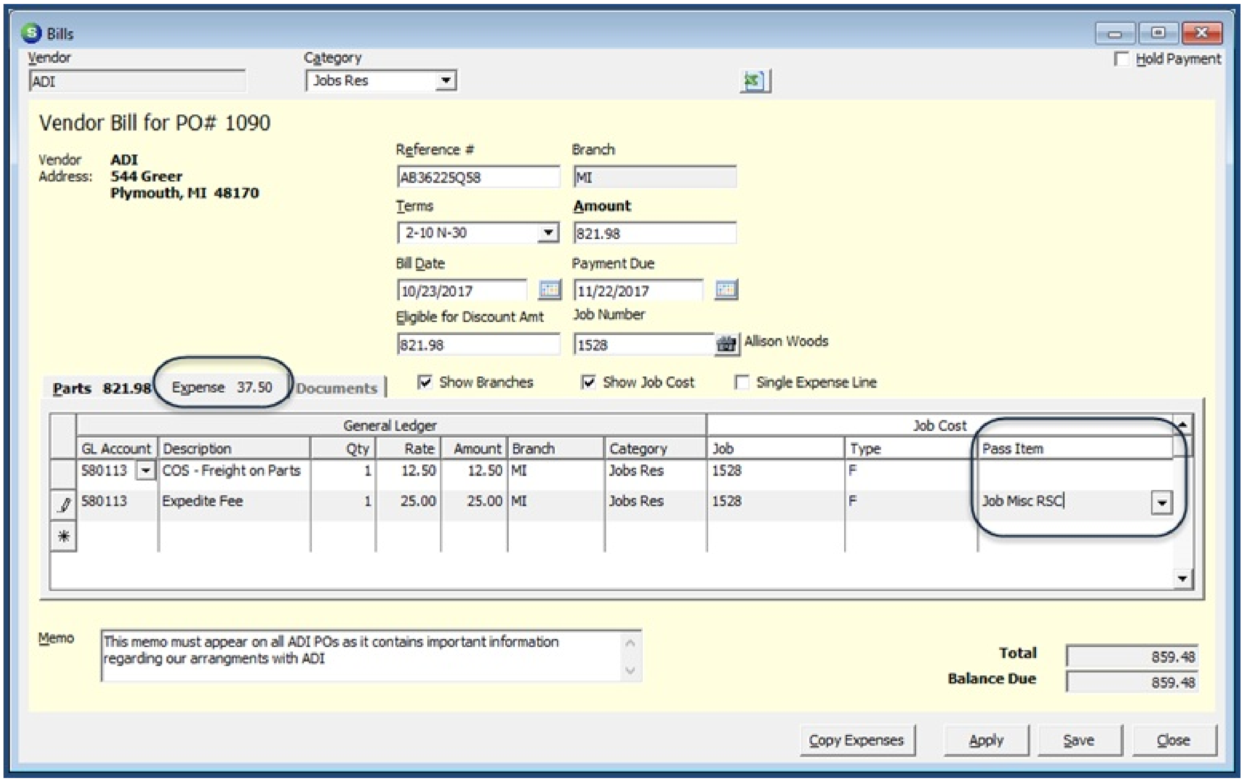
If the Bill is linked to a Job, and the drop-down arrow is displayed but the G/L Account Lookup button is not present, this indicates that the Bill is linked to a Job and the Job Type has been setup with a restricted list of G/L Accounts available from which to select. If this is the situation and you do not find the appropriate G/L Account needed, contact your company's system administrator to add the needed account.




- Description - The Description field automatically fills with the description associated with the G/L Account number. You can override this default description and type in a more pertinent description for the expense if desired.
- Qty - The Qty field always defaults to 1, you can change this if necessary.
- Rate - Enter the unit price for the item.
- Amount - The Amount is automatically calculated by multiplying the values entered in the Qty and Rate fields.
- Branch - The Branch defaults to the Branch last used on the previous bill entered*; you can change the branch if necessary by clicking on the drop-down arrow and making a different selection.
- * If the Bill is linked to a job or a ticket, the branch automatically fills with the branch linked to the job or ticket.
- Category - The Category defaults to the category selected in the header of the bill*; you can change the category if necessary by clicking on the drop-down arrow and making a different selection.

  * If the bill is linked to a job or a ticket, the category automatically fills with the category linked to the job or ticket.

- Job - If a Job Number is present in the header area of the bill, this same Job Number automatically fills into this field. If you are entering a bill for expenses that will be allocated to multiple jobs, do not enter a Job Number in the bill header. You will then be able to enter multiple expense lines associated with different Job Numbers.
- Type - This is the Job or Ticket Expense Type. Make the appropriate selection from the drop-down list. If your company is using WIP, make certain to select an Expense Type other than 'O'.
- Pass Item - This field is only used if the expense item is linked to a job number. When clicking on the drop-down arrow, the Invoice Items list will be displayed. A selection in this field would only be made if you want to push this expense into the job to invoice your customer for the exact amount of expense. If a selection is made, once the bill is saved, the software automatically creates an Install Charge line on the job.


Bills
Vendor
ADI
Category
Jobs Res
Hold Payment
Vendor Bill for PO# 1090
Vendor Address:
ADI
544 Greer
Plymouth, MI 48170
Reference #
AB36225Q58
Branch
MI
Terms
2-10 N-30
Amount
821.98
Bill Date
10/23/2017
Payment Due
11/22/2017
Eligible for Discount Amt
821.98
Job Number
1528
Allison Woods
Parts 821.98
Expense 37.50
Documents
Show Branches
Show Job Cost
Single Expense Line
General Ledger
Job Cost
GL Account
Description
Qty
Rate
Amount
Branch
Category
Job
Type
Pass Item
580113
COS - Freight on Parts
1
12.50
12.50
MI
Jobs Res
1528
F
580113
Expedite Fee
1
25.00
25.00
MI
Jobs Res
1528
F
Job Misc RSC
Memo
This memo must appear on all ADI POs as it contains important information regarding our arrangments with ADI
Total
859.48
Balance Due
859.48
Copy Expenses
Apply
Save
Close