

# Enter a Bill-Match to a PO

Last Modified on 09/26/2025 10:01 am EDT

Entering a Bill and matching to a purchase order should only be done when a purchase order was not and will not be received.

Some companies do not receive expense type purchase orders; in these situations, a bill would be matched to a purchase order.

Follow the instructions below to enter a bill by matching to a purchase order.

1. You can enter a new bill either from Accounts Payable/Bills or from the Vendor Explorer and right-clicking on the Bills tree option and selecting New Bill.

Map Location With Mappoint

Vendor

Home Depot

Category

S-Svc T&M

☐ Hold Payment  
☐ Recurring Bill

### Vendor Bill

Vendor  
Address:

**Home Depot**  
**P.O.BOX 9121**  
**Canton, MI 48188**

Reference #

Branch

Terms

**Amount**

Bill Date

Payment Due

Eligible for Discount Amt

Costing

Parts

Expenses

Documents

☐ Show Branches
☒ Show Job Cost

General Ledger					Job Cost			
GL Account	Description	Amount	Category	Job	Type	Pass Item		
*								

Memo

Balance Due

Total

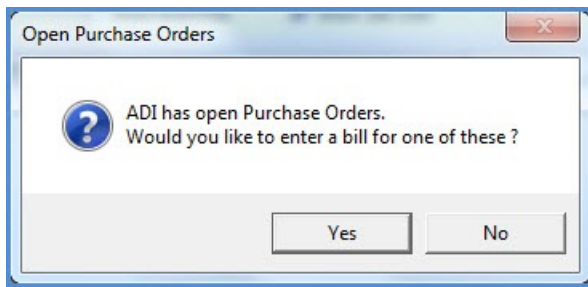
Purchase Orders

Apply

Save

Close

2. After selecting the vendor, one message opens: The Vendor has Open Purchase Orders-would you like to enter a Bill for one of these?; select **Yes** to this question.



3. The Select Purchase Order list opens. Highlight the purchase order that is a match for the bill being entered then click the Save button located at the lower right of the list.

PO Number	Vendor	Order Date	Due Date	Job Number	Amount	Received
1094	Home Depot	9/26/2012			128.00	\$0.00

At the bottom right, there are 'Save' and 'Close' buttons.

4. The Bill form automatically fills in with the information from the purchase order. Fill in or modify the information as needed.
  - Category - Make certain the correct Category is selected. This will default from the purchase order, 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 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.

**Expenses** - If the bill being entered has additional costs that were not specified on the purchase order, navigate to the Expense tab of the Bill form and select the G/L account and enter the amount for any other expenses. The Total field at the bottom of the Bill form keeps track of all amounts entered into the bill; if changes are made to the costs defaulted from the purchase order, you must change the Amount in the header of the Bill form. You will not be able to save the bill if the amount in the header is not equal to the Total field.

- Memo - If a memo was entered on the purchase order, this defaults into the bill. You can change or remove this information if desired.

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.

**Bills**

Vendor:  Category:  ☐ Hold Payment

**Vendor Bill for PO# 1094**

Vendor: **Home Depot**  
Address: **P.O.BOX 9121**  
**Canton, MI 48188**

Reference #:  Branch:

Terms:  Amount:

Bill Date:  Payment Due:

Eligible for Discount Amt:  Costing:

**Parts \$0.00** Expense **\$128.00** **Documents** ☐ Show Branches ☒ Show Job Cost

General Ledger				Job Cost			
GL Account	Description	Amount	Category	Job	Type	Pass I	
520011	#30262 5 Boxes of #6 x 1/2" Metal Screws @5.60/b.	28.00	S-Svc T&M		M		
520011	#101543 50 ea of 1/2" Aluminum Conduit @ 2.00 ea	100.00	S-Svc T&M		M		
*							

Memo:

**Balance Due**   
**Total**

Purchase Orders