Enter a Bill-No Matching

Last Modified on 09/26/2025 2:04 pm EDT

Entering a Bill and not matching to a Receipt or Purchase Order should only be done where one of the conditions applies to the situation:

- Your company is not using the Purchase Order system
- A Bill is being entered for which no Purchase Order was created, such as utility bills, rent, etc.

Follow the instructions below to enter a bill without matching to a PO or Receipt record.

1. You may 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.
2. Once the Bill form is displayed fill in the required and optional information.

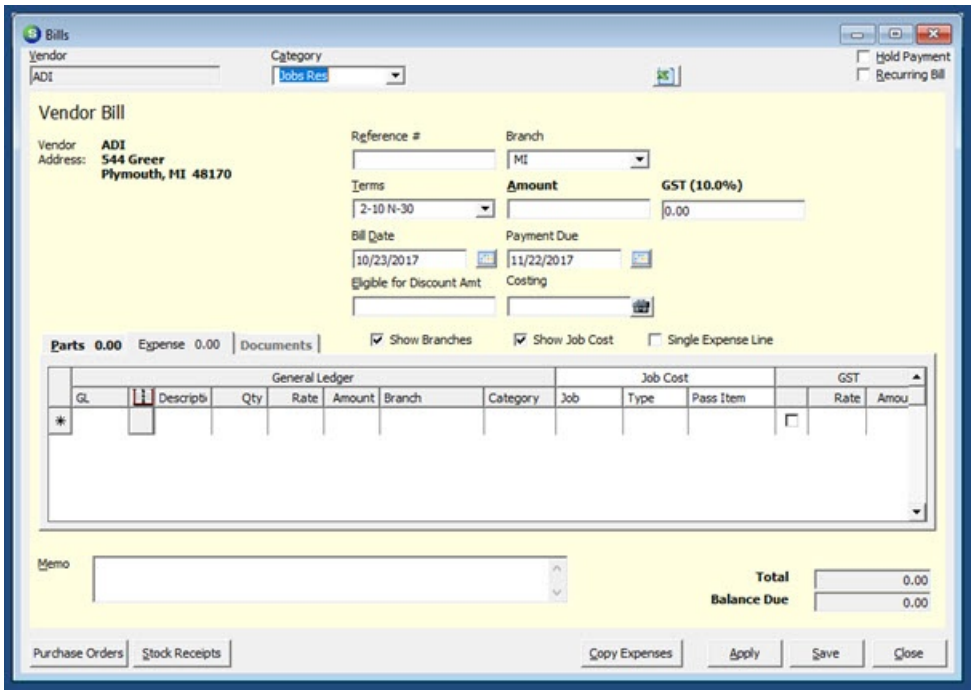
- Vendor - Select the Vendor from the drop-down list. You may also begin typing the Vendor Code to locate quicker.
- Category - Make certain the correct Category is selected.
- Reference - In the Reference field enter the Vendor Invoice Number.
- Enter the Bill Date - the Payment Due Date will automatically be calculated based on the Bill Date entered and the default Terms for the Vendor. The User may 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.

Parts - If the Bill is being entered for parts, select the parts, quantity and unit cost for each part being billed.
Expenses - If the Bill is being entered 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.

The Total field at the bottom of the Bill form keeps track of all amounts entered on the parts or 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 will not be able to save the Bill if the Amount in the Header is not equal to the Total field.

- Memo - You may type in up to 256 characters of information into this field if desired.

3. If a document needs to be attached to the Bill, press 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 4.
4. Once all fields have been populated, press the Save button located at the lower right of the Bill form.


Bills
Vendor
ADI
Category
Jobs Res
Hold Payment
Recurring Bill
Vendor Bill
Vendor ADI
Address: 544 Greer
Plymouth, MI 48170
Reference #
Branch
MI
Terms
2-10 N-30
Amount
GST (10.0%)
0.00
Bill Date
10/23/2017
Payment Due
11/22/2017
Eligible for Discount Amt
Costing
Parts 0.00
Expense 0.00
Documents
Show Branches
Show Job Cost
Single Expense Line
General Ledger
Job Cost
GST
GL
Descripti
Qty
Rate
Amount
Branch
Category
Job
Type
Pass Item
Rate
Amou
Memo
Total
0.00
Balance Due
0.00
Purchase Orders
Stock Receipts
Copy Expenses
Apply
Save
Close