

How to Tie a Non-Part PO to a Bill

Last Modified on 12/12/2025 5:23 pm EST

Create a PO. Click Apply or Ok.

Go to Bills. Choose Vendor. Make sure to enter a Reference number.

On choosing Vendor, you should receive a message telling you that the vendor has open Purchase Orders, would you like to enter a bill for one of these?

Vendor		Category
Clive Barker		Admin G & A

Vendor Bill

<p>Vendor: Clive Barker</p> <p>Address: 123 Spooky Street New Orleans, LA 70118</p>	<p>Reference #: <input type="text"/></p> <p>Branch: MI</p> <p>Terms: Due On Receipt Amount: <input type="text"/></p> <p>Bill Date: 9/15/2022 Payment Due: 9/15/2022</p> <p>Eligible for Discount Amt: <input type="text"/> Costing: <input type="text"/></p>
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Parts 0.00	Expense 0.00	Documents	<input type="checkbox"/> Show Branches	<input checked="" type="checkbox"/> Show Job Cost	
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General Ledger				
GL Account	Description	Qty	Rate	Amount
* <input type="text"/>	<input type="text"/>			

Open Purchase Orders ✖

Clive Barker has open Purchase Orders.
 Would you like to enter a bill for one of these?

Memo

Stock Receipts
Purchase Orders

If you choose Yes, it will show you the list of open POs for the vendor. If you choose No, you can use the button called Purchase Options to open the same window.

If this Bill is to be tied to a Job or Service Ticket, you can choose the Job from the Job Cost or Service Cost columns.

Parts 0.00 Expense 230.00 Documents <input type="checkbox"/> Show Branches <input checked="" type="checkbox"/> Show Job Cost <input type="checkbox"/> Single Expense Line									
General Ledger							Job Cost		
GL Account	Description	Qty	Rate	Amount	Category	Job	Type	Pass Item	
510002	COS - Jobs-Labor	1	200.00	200.00	Admin G & A	1065	O		
520010	COS - Service-Other	1	30.00	30.00	Admin G & A		O		

Parts 0.00 Expense 230.00 Documents <input type="checkbox"/> Show Branches <input checked="" type="checkbox"/> Show Job Cost <input type="checkbox"/> Single Expense Line									
General Ledger							Service Cost		
GL Account	Description	Qty	Rate	Amount	Category	Service Ticket	Type	Pass Item	
510002	COS - Jobs-Labor	1	200.00	200.00	Admin G & A	741	O		
520010	COS - Service-Other	1	30.00	30.00	Admin G & A		O		

Create Bill by clicking Apply or Save

You will receive a message pop-up letting you know that you have selected a PO with no parts ordered. Do you wish to close this PO now?

Close Purchase Order

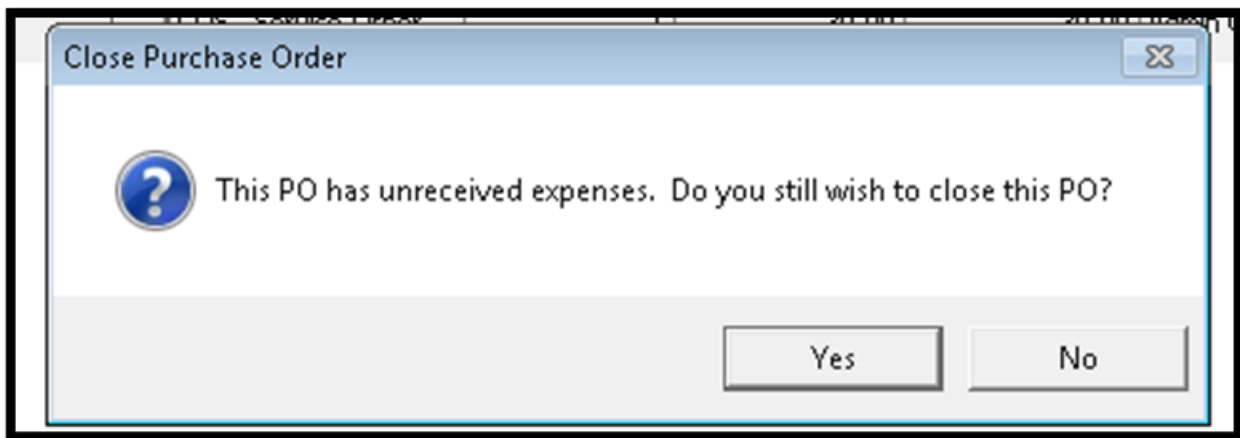
You have selected a PO with no parts ordered. Do you wish to close this PO now?

Yes

No

Choosing No will save the changes on the Bill but will not close the PO.

Choosing Yes, if you have unreceived expenses, you will get another pop-up message letting you know This PO has unreceived expenses. Do you still wish to close this PO?



Choosing No on this message save the Bill but will not close the PO.

Choosing Yes will close the PO.

Clicking Save will save the Bill.

You can then find the Bill in Pay Bills.