

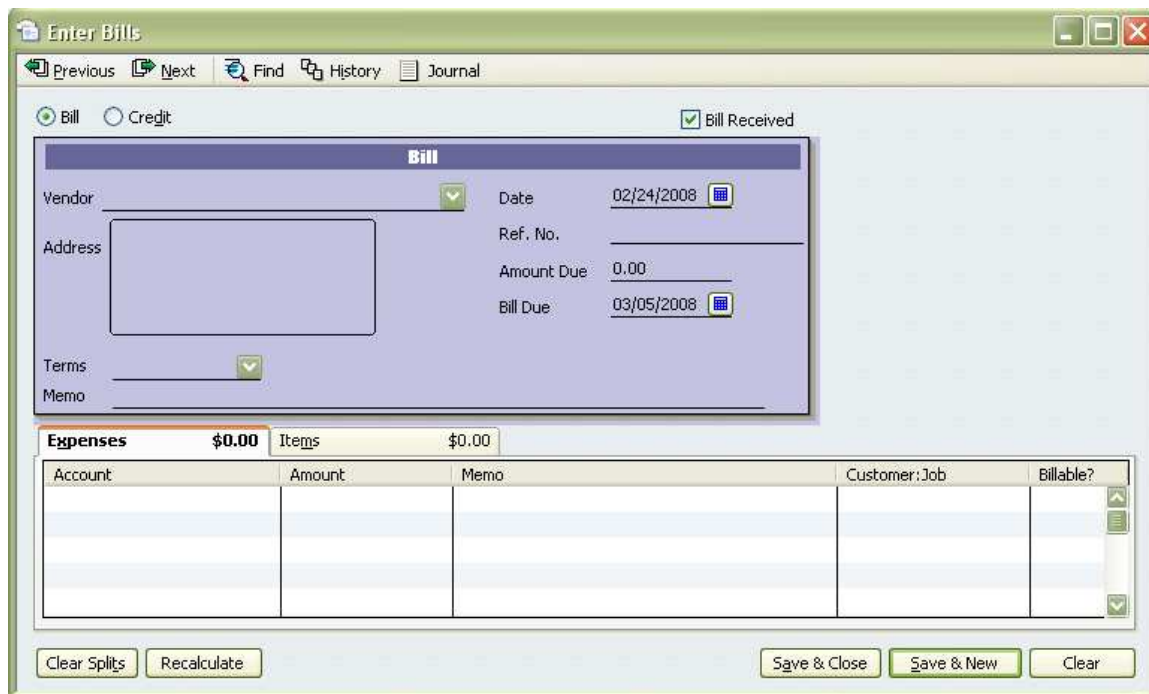
## Entering Bills

ALL checks written, as a rule, should first be entered as a *Bill* prior to writing the actual check. This ensures all checks written to pay vendor bills are posted to the Accounts Payable (A/P) account.

Of course, one could enter a bill and then immediately pay the bill. What is more typical is, bills come in and are entered creating an A/P posting. From here, one typically runs an A/P aging report (Reports/Vendors & Payables/ A/P Aging Summary). These bills get paid in a manner decided upon by the business owner or some other qualified person. Perhaps bills are paid twice a month; perhaps bills are paid once a week. Or, perhaps bills are paid as your cash flow allows for bill payments.

To enter a bill(s), do the following:

1. From the top-level menus, click on “Vendors” and then “Enter Bills”. The following screen will appear:



Enter Bills

Previous Next Find History Journal

Bill  Credit  Bill Received

**Bill**

Vendor: [dropdown] Date: 02/24/2008 [calendar]

Address: [text area] Ref. No.: [text]

Amount Due: 0.00

Bill Due: 03/05/2008 [calendar]

Terms: [dropdown] Memo: [text]

Expenses \$0.00 Items \$0.00

Account	Amount	Memo	Customer:Job	Billable?

Clear Splits Recalculate Save & Close Save & New Clear

2. Type in the name of the vendor.
3. Type in the date of the bill. Typically, a bill will have a closing date or bill date. I suggest one use this date.
4. The “Ref. No.” is the vendor invoice number. If a vendor invoice number does not appear on the bill you are entering data from, you may leave this field blank.
5. Enter the amount of the bill.