

Convert a Receipt to a Bill

Last Modified on 04/28/2022 9:46 am EDT

When a purchase order is received, a receipt record is created. Once the actual bill is received from the vendor, users may convert the receipt into a bill. This function will create a bill with all the items, parts, and part kits that were contained on the receipt record.

A receipt may be converted to a bill from the receipts tab of a vendor record or from the receipts tab of the Bills List. Using the Bills List method is the quickest.

To convert a receipt to a bill, navigate to Accounts Payable > Bills. This Bills List will be displayed. Click on the Receipts tab.

Locate the receipt to be converted, and then click on the hyperlink in the Reference Number column to open the receipt record.

The screenshot displays the 'Bills' interface. At the top, there are three tabs: 'Bills' (70), 'Receipts' (13), and 'Credits' (28). Below the tabs, there is a navigation bar with a '+ New Receipt' button, an 'Export to Excel' button, and a 'Show all Receipts' toggle set to 'NO'. On the right side of the navigation bar, the 'Total Amount' and 'Total Due' are both listed as '\$400.00'. Below the navigation bar, there is a table with the following columns: Reference Number, Vendor, Bill Date, Due Date, and Total Amount. The table contains 10 rows of data, each with a hyperlink in the Reference Number column. At the bottom of the table, there is a pagination control showing '1' and a 'Refresh' button.

Reference Number	Vendor	Bill Date	Due Date	Total Amount
a	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00
1	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00
1039	DCS	Nov 17, 2017	Dec 17, 2017	\$120.00
1049	DCS	Nov 20, 2017	Dec 20, 2017	\$10.00
1061	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00
1063	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00
1235	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00
12356	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00
12354	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00
1092	Perennial Software	Feb 25, 2021	Feb 25, 2021	\$200.00

The Receipt record will be displayed. At the upper right of the page, click on the More button, and then click on the Convert to Bill option.

Receipt - #1117 Edit Delete More...

Total	\$300.00	Amount Due	\$300.00
Items Total	\$0.00	Parts Total	\$300.00

Vendor Name: [Ace Hardware](#)
Bill Number:
Shipping Address: 444 High Street
 Columbus, 43207
Purchase Order: 1072
Term Code: Net 10

Warehouse:
Direct Expense:
Receipt Date:
Due Date:

Tasks

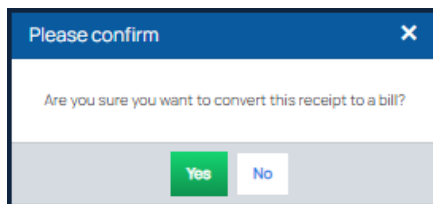
- Copy
- Vendor
- Convert to Bill**

Items 0 | **Parts** 1 | **Part Kits** 0 | **Memo** | **Utilities**

Item Code	Description	Quantity	Rate	Amount
Equipment & Supplies	Equipment & Supplies	1	\$49.00	\$49.00

1 - 1 of 1 items

A confirmation message will be displayed – click on the Yes button.



You will be returned to the Bills tab of the Bills List. Locate the bill that was just created, and then click on the hyperlink in the Reference Number column to open the bill. Sorting on the Bill Date column in descending order should make it easier to locate the bill.

Bills

Bills
70

Receipts
13

Credits
28

[+ New Bill](#)

[Export to Excel](#)

NO Show all Bills

[Custom Grid Layout](#)

Total Amount **\$8,183.81** Total Due **\$8,178.81**

Drag a column header and drop it here to group by that column

Reference Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
1023	DCS	Nov 1, 2017	Dec 1, 2017	\$10.00	\$10.00
1026	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1027	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1029	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1030	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1042	DCS	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00
1043	DCS	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00
1060	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1087	ADI	Feb 3, 2021	Feb 3, 2021	\$390.00	\$390.00
1088	ADI	Feb 4, 2021	Feb 4, 2021	\$820.00	\$820.00
1089	ADI	Feb 5, 2021	Feb 5, 2021	\$860.00	\$860.00
1090	ADI	Feb 16, 2021	Feb 16, 2021	\$900.00	\$900.00
1086	ADI	Feb 16, 2021	Feb 16, 2021	\$340.00	\$340.00
inv 410	ADI	Feb 25, 2021	Mar 27, 2021	\$500.00	\$500.00

1

1 - 21 of 21 items

[Refresh](#)

The Bill record will be displayed. You will need to edit the bill to enter the actual invoice number, bill date, and if needed add additional charges. Click on the Edit button at the upper right of the page.

< Bill #CQ20225

[Edit](#)

[Delete](#)

[More..](#)

Total **\$173.81** Amount Due **\$173.81**
 Items Total **\$18.50** Parts Total **\$155.31**

Vendor [Tri-Ed](#)
 Purchase Order -
 Branch -
 Address PO Box 3255
 Los Angeles, CA 90025

Direct Expense NO
 Bill Date 04/05/2022
 Due Date 05/20/2022

Items 1 | Parts 3 | Part Kits 0 | Applied Payments 0 | Applied Credits 0 | Memo | Utilities

Item Code	Description	Quantity	Rate	Amount
Freight	Freight	1	\$18.50	\$18.50

1

1 - 1 of 1 items

The Bill will be displayed in edit mode. Make the necessary changes, and then click on the Save button at the upper right of the page when finished.

Bill #CQ20225

Save Cancel

Total \$173.81	Remaining \$0.00
Items Total \$18.50	Parts Total \$155.31

Vendor: Tri-Ed

Purchase Order:

Ref. Number:

Resolved Po? NO

Work Order:

Warehouse:

Direct Expense: NO

Term:

Bill Date:

Due Date:

Total Amount:

Items 1 | Parts 3 | Part Kits 0 | Memo

[+ Add Items](#)

Included	Item Code	Description	Quant...	Rate	Amount	Action
<input checked="" type="checkbox"/>	Freight	Freight	1	\$18.50	\$18.50	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items