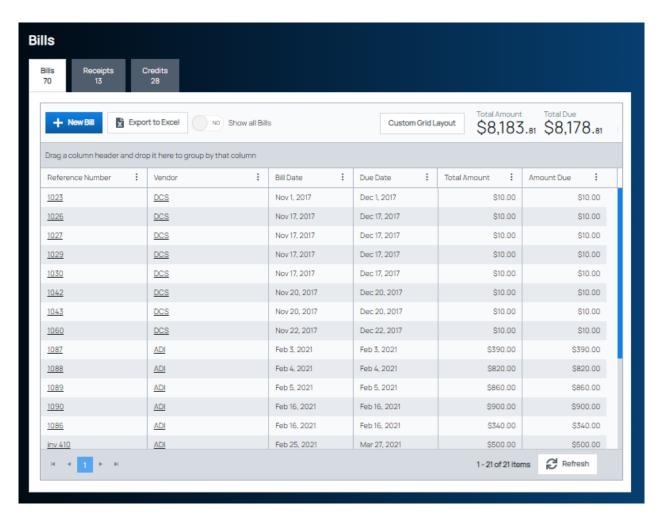
Add a Manual Bill from the Bills List

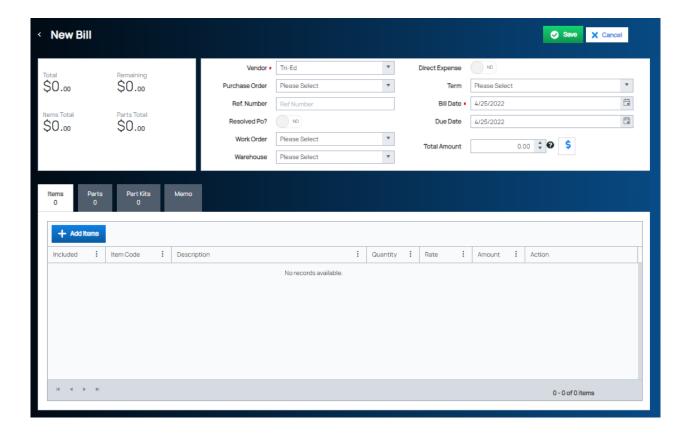
Last Modified on 04/27/2022 7:07 pm EDT

To enter a manual bill, navigate to Accounts Payable > Bills. The Bills list will be displayed. Click on the New Bill button at the upper left of the page.



The New Bill page will be displayed. The Bill page is comprised of two panels at the top, and four tabs in the lower area.

- **Upper Left Panel** As Items, Parts, or Part Kits are added to the bill, these amounts are automatically updated.
- Upper Right Panel This panel is considered the header of the bill. Each data entry field will be described
- Tabs Panel Users may add any combination of Items, Parts or Part Kits to the bill. The memo field is for internal company information only.



Data Entry Fields

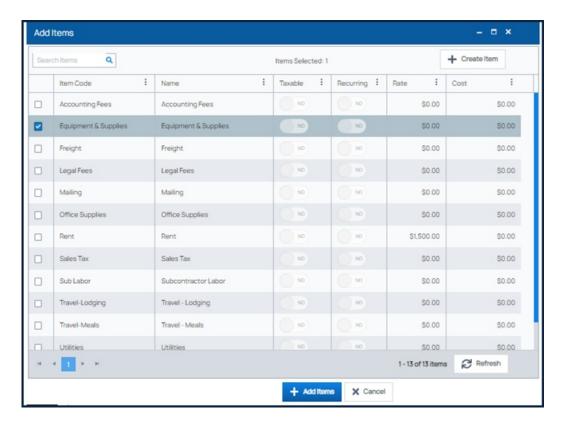
Bill Header Information

- Vendor This field will auto-fill with the Vendor Name.
- Purchase Order If the bill is associated with a purchase order, make a selection from the drop-down list.
- Ref. Number This field is for the vendor's invoice number.
- Resolved PO If the bill is associated with a purchase order, and this bill completes the PO, set the toggle button to Yes.
- Work Order If the bill is associated with a work order, make a selection from the drop-down list.
- Warehouse This field is for future development.
- Direct Expense If the items on the bill are being direct expensed, set the toggle button to Yes.
- Term Select the payment terms for the bill.
- Bill Date This field will default to today's date enter the actual date from the vendor's invoice.
- **Due Date** The due date will automatically be calculated based upon the Term selected and the Bill Date entered. This date may be overridden if necessary.
- Total Amount Once all items, parts, and/or part kits have been entered, enter the total amount of the bill with is displayed in the upper left panel of the bill page.

Once the header information has been entered, the user may begin adding items, parts, and/or part kits.

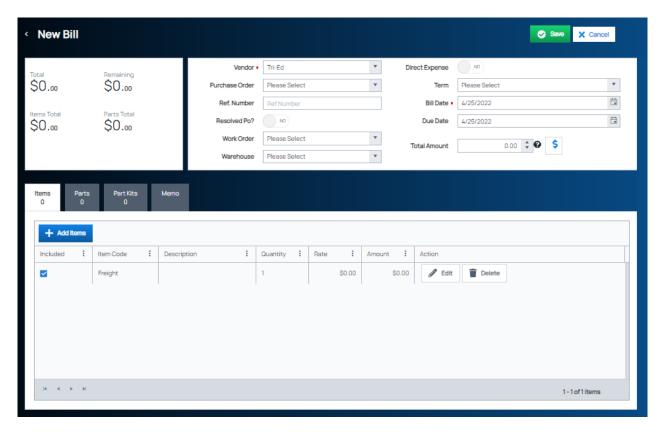
Add Items to the Bill

Click on the Items tab, and then click on the Add Items button.

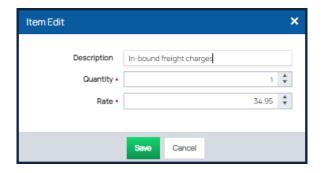


The Add Items page will be displayed. Check the box to the left of each item to add to the bill. When finished, click on the Add Items button at the bottom of the page.

The selected item(s) will be displayed in the grid area. The quantity will default to 1, and the rate will default to zero.

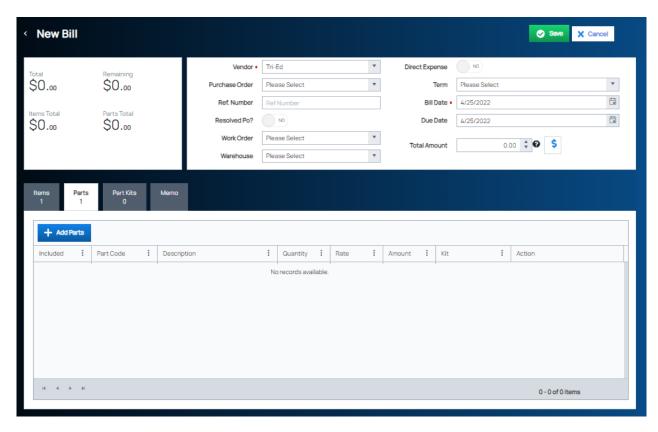


Click on the Edit button to open the Item Edit form. Fill in the three fields on this form, and then click on the Save button when finished. The description field is optional.

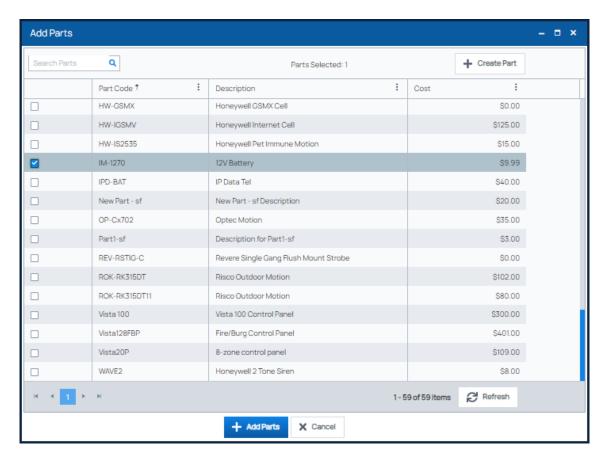


Add Parts to the Bill

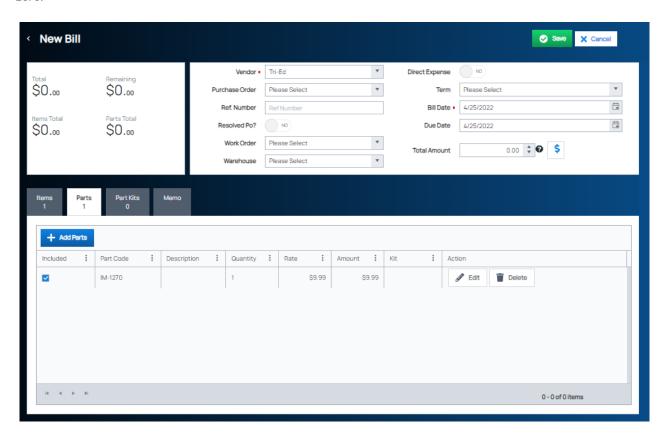
Click on the Parts tab, and then click on the Add Parts button.



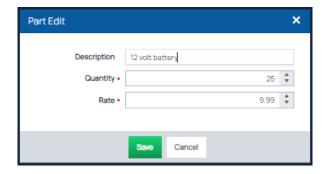
The Add Parts page will be displayed. Check the box to the left of each part to add to the bill. When finished, click on the Add Parts button at the bottom of the page.



The selected part(s) will be displayed in the grid area. The quantity will default to 1, and the rate will default to zero.

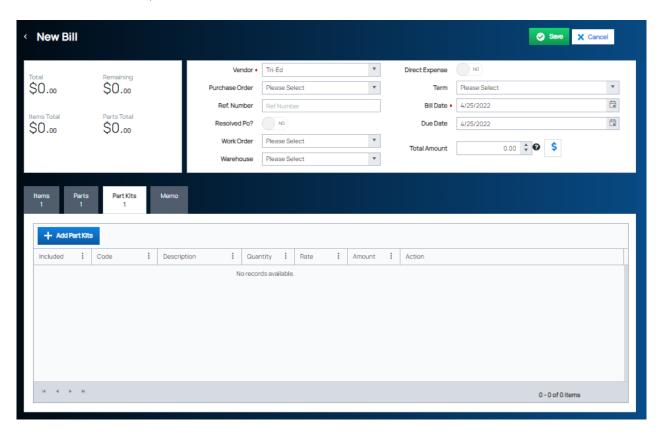


Click on the Edit button to open the Part Edit form. Fill in the three fields on this form, and then click on the Save button when finished. The description field is optional.

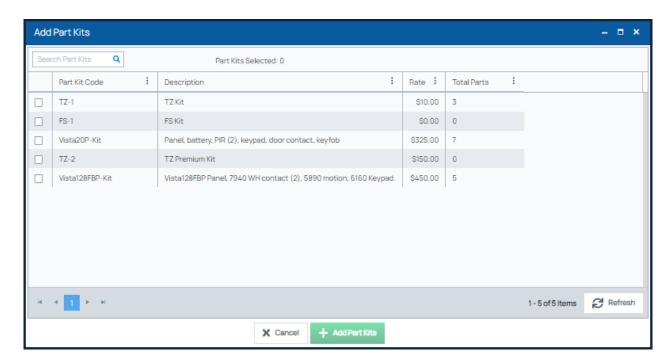


Add Part Kit to the Bill

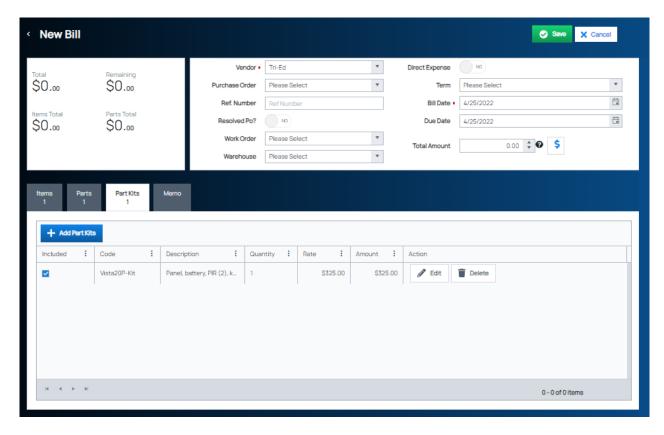
Click on the Part Kits tab, and then click on the Add Part Kits button.



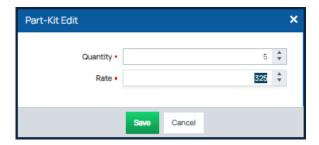
The Add Part Kits page will be displayed. Check the box to the left of each part kit to add to the bill. When finished, click on the Add Part Kits button at the bottom of the page.



The selected part kit(s) will be displayed in the grid area. The quantity will default to 1, and the rate will default to the rate setup on the Part Kit setup.



To edit the quantity or Rate, click on the Edit button. The Part Kit Edit form will be displayed. Fill in the two fields on this form, and then click on the Save button when finished.



Add a Memo to the Bill

Clicking on the Memo tab opens a large text field to enter information pertinent to the bill. The text entered is for internal company use. A maximum of 250 characters is allowed.

