

Add a Manual Bill from the Bills List

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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 screenshot displays the 'Bills' list interface. At the top, there are three tabs: 'Bills' (70), 'Receipts' (13), and 'Credits' (28). Below the tabs, there is a 'New Bill' button, an 'Export to Excel' button, and a 'Show all Bills' toggle. A 'Custom Grid Layout' button is also present. Summary statistics show 'Total Amount' as \$8,183.81 and 'Total Due' as \$8,178.81. The main area contains a table with the following data:

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

At the bottom of the table, there is a pagination control showing '1' and a 'Refresh' button. The text '1 - 21 of 21 items' is also visible.

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 below.
- **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.

Add Items - □ ×

Search Items Items Selected: 1 + Create Item

	Item Code	Name	Taxable	Recurring	Rate	Cost
<input type="checkbox"/>	Accounting Fees	Accounting Fees	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Equipment & Supplies	Equipment & Supplies	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Freight	Freight	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Legal Fees	Legal Fees	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Mailing	Mailing	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Office Supplies	Office Supplies	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Rent	Rent	<input type="radio"/> NO	<input type="radio"/> NO	\$1,500.00	\$0.00
<input type="checkbox"/>	Sales Tax	Sales Tax	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Sub Labor	Subcontractor Labor	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Travel - Lodging	Travel - Lodging	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Travel - Meals	Travel - Meals	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00
<input type="checkbox"/>	Utilities	Utilities	<input type="radio"/> NO	<input type="radio"/> NO	\$0.00	\$0.00

1 - 13 of 13 Items Refresh

+ Add Items X Cancel

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.

New Bill Save X Cancel

Total **\$0.00**

Remaining **\$0.00**

Items Total **\$0.00**

Parts Total **\$0.00**

Vendor:

Purchase Order:

Ref. Number:

Resolved Po?: NO

Work Order:

Warehouse:

Direct Expense: NO

Term:

Bill Date:

Due Date:

Total Amount: \$

Items
0

Parts
0

Part Kits
0

Memo

+ Add Items

Included	Item Code	Description	Quantity	Rate	Amount	Action
<input checked="" type="checkbox"/>	Freight		1	\$0.00	\$0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items

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.

Item Edit
✕

Description

Quantity

Rate

Save
Cancel

Add Parts to the Bill

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

< New Bill
Save
✕ Cancel

Total **\$0.00**

Remaining **\$0.00**

Items Total **\$0.00**

Parts Total **\$0.00**

Vendor

Purchase Order

Ref. Number

Resolved Po?

Work Order

Warehouse

Direct Expense

Term

Bill Date

Due Date

Total Amount \$

Items 1
Parts 1
Part Kits 0
Memo

+ Add Parts

Included	Part Code	Description	Quantity	Rate	Amount	Kit	Action
No records available.							

⏪ ⏩
0 - 0 of 0 items

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.

Add Parts

Search Parts Parts Selected: 1 + Create Part

	Part Code ↑	Description	Cost
<input type="checkbox"/>	HW-GSMX	Honeywell GSMX Cell	\$0.00
<input type="checkbox"/>	HW-IGSMV	Honeywell Internet Cell	\$125.00
<input type="checkbox"/>	HW-IS2535	Honeywell Pet Immune Motion	\$15.00
<input checked="" type="checkbox"/>	IM-1270	12V Battery	\$9.99
<input type="checkbox"/>	IPD-BAT	IP Data Tel	\$40.00
<input type="checkbox"/>	New Part - sf	New Part - sf Description	\$20.00
<input type="checkbox"/>	OP-Cx702	Optec Motion	\$35.00
<input type="checkbox"/>	Part1-sf	Description for Part1-sf	\$3.00
<input type="checkbox"/>	REV-RSTIG-C	Revere Single Gang Flush Mount Strobe	\$0.00
<input type="checkbox"/>	ROK-RK315DT	Risco Outdoor Motion	\$102.00
<input type="checkbox"/>	ROK-RK315DT11	Risco Outdoor Motion	\$80.00
<input type="checkbox"/>	Vista 100	Vista 100 Control Panel	\$300.00
<input type="checkbox"/>	Vista128FBP	Fire/Burg Control Panel	\$401.00
<input type="checkbox"/>	Vista20P	8-zone control panel	\$109.00
<input type="checkbox"/>	WAVE2	Honeywell 2 Tone Siren	\$8.00

1 - 59 of 59 items Refresh

+ Add Parts X Cancel

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

New Bill Save X Cancel

Total \$0.00	Remaining \$0.00	Vendor • <input type="text" value="Tri-Ed"/>	Direct Expense <input type="radio"/> NO
Items Total \$0.00	Parts Total \$0.00	Purchase Order <input type="text" value="Please Select"/>	Term <input type="text" value="Please Select"/>
		Ref. Number <input type="text" value="Ref Number"/>	Bill Date • <input type="text" value="4/25/2022"/>
		Resolved Po? <input type="radio"/> NO	Due Date <input type="text" value="4/25/2022"/>
		Work Order <input type="text" value="Please Select"/>	Total Amount <input type="text" value="0.00"/>
		Warehouse <input type="text" value="Please Select"/>	

+ Add Parts

Included	Part Code	Description	Quantity	Rate	Amount	Kit	Action
<input checked="" type="checkbox"/>	IM-1270		1	\$9.99	\$9.99		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

0 - 0 of 0 items

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.

Part Edit
✕

Description

Quantity

Rate

Save
Cancel

Add Part Kit to the Bill

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

< New Bill

✔ Save
✕ Cancel

Total **\$0.00**

Items Total **\$0.00**

Remaining **\$0.00**

Parts Total **\$0.00**

Vendor

Purchase Order

Ref. Number

Resolved Po?

Work Order

Warehouse

Direct Expense

Term

Bill Date

Due Date

Total Amount \$

Items
1

Parts
1

Part Kits
1

Memo

+ Add Part Kits

Included	Code	Description	Quantity	Rate	Amount	Action
No records available.						

⏪ ⏩
0 - 0 of 0 items

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.

Add Part Kits

Search Part Kits Part Kits Selected: 0

	Part Kit Code	Description	Rate	Total Parts
<input type="checkbox"/>	TZ-1	TZ Kit	\$10.00	3
<input type="checkbox"/>	FS-1	FS Kit	\$0.00	0
<input type="checkbox"/>	Vista20P-Kit	Panel, battery, PIR (2), keypad, door contact, keyfob	\$325.00	7
<input type="checkbox"/>	TZ-2	TZ Premium Kit	\$150.00	0
<input type="checkbox"/>	Vista128FBP-Kit	Vista128FBP Panel, 7940 WH contact (2), 5890 motion, 6160 Keypad.	\$450.00	5

1 - 5 of 5 items

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.

New Bill

Total \$0.00	Remaining \$0.00	Vendor Tri-Ed	Direct Expense NO
Items Total \$0.00	Parts Total \$0.00	Purchase Order Please Select	Term Please Select
		Ref. Number Ref Number	Bill Date 4/25/2022
		Resolved Po? NO	Due Date 4/25/2022
		Work Order Please Select	Total Amount 0.00
		Warehouse Please Select	

Items 1 | Parts 1 | Part Kits 1 | Memo

Included	Code	Description	Quantity	Rate	Amount	Action
<input checked="" type="checkbox"/>	Vista20P-Kit	Panel, battery, PIR (2), k...	1	\$325.00	\$325.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

0 - 0 of 0 items

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.

Part-Kit Edit [X]

Quantity •

Rate •

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.

< New Bill

Total \$0.00	Remaining \$0.00	Vendor • <input type="text" value="Tri Ed"/>	Direct Expense <input type="radio"/> NO
Items Total \$0.00	Parts Total \$0.00	Purchase Order <input type="text" value="Please Select"/>	Term <input type="text" value="Please Select"/>
		Ref. Number <input type="text" value="Ref Number"/>	Bill Date • <input type="text" value="4/25/2022"/>
		Resolved Po? <input type="radio"/> NO	Due Date <input type="text" value="4/25/2022"/>
		Work Order <input type="text" value="Please Select"/>	Total Amount <input type="text" value="0.00"/> \$
		Warehouse <input type="text" value="Please Select"/>	

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

IM1270 battery is on sale for the month of April

49/250