

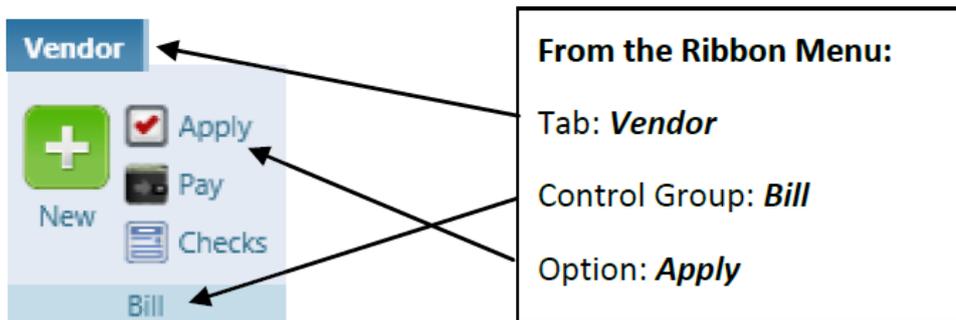
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Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Vendors > How Do You Apply a Vendor Bill to an Order(s)?

How Do You Apply a Vendor Bill to an Order(s)?

Tammy Mason - 2022-07-18 - in Vendors

How Do You Apply a Vendor Bill to an Order(s)?



Explanation: To fully process a vendor's bill there are four steps (New, Apply, Pay, and Checks).

The **Bill New** function allows you to apply your vendor's bill to your orders or ledger when you record the bill. If you did not have the information available to apply the bill in that step, following is the procedure.

Bill Apply: On the Vendor tab select Apply under the Bill group. (Only if you did not apply the Bill during Bill New).

1. Select the appropriate vendor from the list of bills yet to be applied (on the top).
2. Expand Order section
3. Click "Add Order" for each order applicable to this vendor's bill.

Note: Apply to each one before adding the next.

Bill - Apply x

Process Import Cancel Close

Vendor 27268 Koozie Emporium Reference 123456 Posting Date 11/6/2018

^ Order

Order	Customer	Order Date	In Hand D
+ Add Order			

▼ Non Order

▼ Freight Only (0)

NOTE: Bills can be paid and then applied or applied and then paid.

Notify User if Vendor Entered in Bill New is not Listed on the Order

A pop-up message will occur when the vendor used in the Bill New window is not listed on the order that is selected in the order expander for Bill Apply. This will let the user know that the vendor is not listed on the associated order(s). The pop-up message will not be presented when the distribution is being made in the Non-Order or Freight Only expanders. This will reduce costs being incorrectly applied to an order and improve order costing accuracy.



Bill - Apply

Process Import Cancel Close

Vendor 27268 Koozie Emporium Reference 123456 Posting Date 11/6/2018

Order

Order	Customer	Order Date	In Hand Date	Ship Date	Ship Via	Salesperson
Order 99	Covenant Medical Center	10/22/2018	11/9/2018	11/6/2018	UPS Ground	Jerry Ryan Sales

Products

Order	Product/SKU	Description	Vendor	Unit	Quantity	Cost	Per	Cost Total	Bill Quantity	Bill Cost	Applied
<input checked="" type="checkbox"/> 99	K109	Drink Insulator - Black, 24oz, metal insert for liquid, screw on cap, flip top with plastic stopper	Koozie Emporium	Each	85	\$0.7800	1	\$66.30	95	\$0.7895	\$75.00

General Ledger

General Ledger	Description	Memo	Applied
135	Drop Ship Merchandise		\$75.00

Order 99

Order	Product/SKU	Description	Vendor	Unit	Quantity	Cost	Per	Cost Total	Bill Quantity	Bill Cost	Applied
<input type="checkbox"/> 99	Setup Charge	Setup Charge	Koozie Emporium	Each	1	\$36.0000	1	\$36.00	0	0.0000	0.00
<input type="checkbox"/> 99	Estimated	Freight	Koozie Emporium	Each	1	\$10.2300	1	\$10.23	0	0.0000	0.00

+ Add General Ledger

Cost Can be Applied for Each Product or for the Entire Order.

Cost by product: Checking the box in front of each line will default in the *Bill Quantity* and *Applied* amount to the line items on the order. The correct General Ledger account will be shown with the amount.

If the quantity or cost on the vendors bill is different than the line, change them to the correct quantity and amount. Once applied, these funds flow from the unapplied bills into this ledger account.

The amount of these funds are tagged to the order selected in the apply process and will show in the Order Costing view. The salesperson name and supplier's name has been added to the display to help you identify the correct order and products to apply your vendor's bill to.

Order

Order	Customer	Order Date	In Hand Date	Ship Date	Ship Via	Salesperson
Order 99	Covenant Medical Center	10/22/2018	11/9/2018	11/6/2018	UPS Ground	Jerry Ryan Sales

Products

Order	Product/SKU	Description	Vendor	Unit	Quantity	Cost	Per	Cost Total	Bill Quantity	Bill Cost	Applied
<input type="checkbox"/> 99	K109	Drink Insulator - Black, 24oz, metal insert for liquid, screw on cap, flip top with plastic stopper	Koozie Emporium	Each	85	\$0.7800	1	\$66.30	0	\$0.0000	\$0.00

Cost by order: To apply the cost to the order instead of line by line; below the last line on the order, click "Add General Ledger". Input Ledger to apply and amount to apply to that ledger. If you have more than one ledger to apply this order, simply click "Add Ledger" until finished. **NOTE:** For cost recording purposes,

applying cost by order does not provide the same level of detail seen when applying cost by product.

Order	Product/SKU	Description	Vendor	Unit	Quantity	Cost	Per	Cost Total	Bill Quantity	Bill Cost	Applied
1691	120	Flashlight	Jetline	Each	25	\$1,710.00	1	\$42.75	0	0.0000	0.00

General Ledger	Description	Memo	Cost Center	Applied
135	Drop Ship Merchandise		(Select)	\$42.75
143	Prepaid Freight		(Select)	\$7.25

Tip: Before you click **Process**, verify the application of your distribution is accurate. Distributions can be over or under applied. This information can be found in the footer (at the bottom of the screen).

Billed	\$50.00	Previously Applied	0.00	Unapplied	\$50.00	Applying	\$50.00	Balance	\$0.00
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Bill New/Apply - Ability to check all products for an order using a checkbox

After selecting an order within Bill New, Bill Apply or Bill Apply Adjust, you may use a checkbox located above the other product line checkboxes to check all lines at one time. When the checkbox is checked, all active product checkboxes will be checked.

Order	Product/SKU	Description	Vendor	Unit	Quantity	Cost
115	BW6COOL	Budweiser Portable Mini Fridge	Budweiser Store	Each	25	\$25.0000
115	BWSWEATER	Budweiser Label Clydesdale Hitch Sweater	Budweiser Store	Each	30	\$26.2500

The same quantities/amounts will be updated as they do when a

product is individually checked.

Examples of fields included are bill quantity, applied, general ledger code and applied amount. Unchecking the new checkbox will uncheck all products and clears all product billed quantities/amounts.