

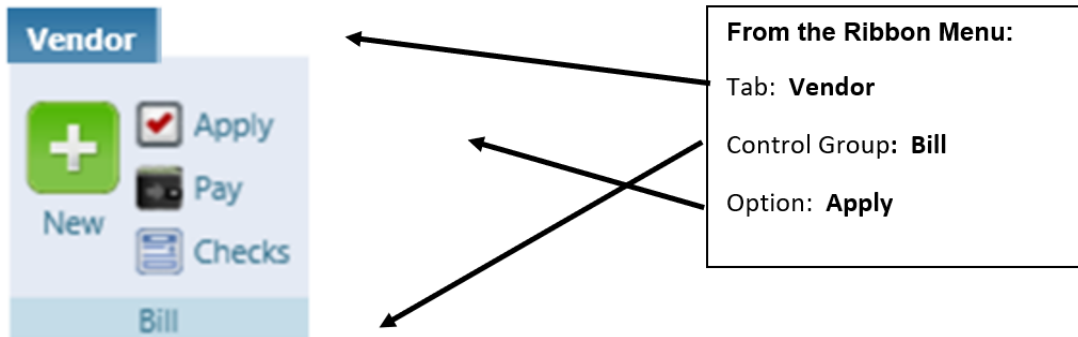
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How Do You Apply a Vendor Bill to (non-order) General Ledger Account?

Tammy Mason - 2022-07-18 - in Vendors

How Do You Apply a Vendor Bill to (non-order) General Ledger Account?



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 Bill group.

1. Select appropriate Vendor (use the Look-up features if necessary).
2. Select the appropriate bill from the list on the top.
3. Expand **Non Order** section
4. Select **"Add General Ledger"** and input the appropriate ledger. Once applied, these funds flow from unapplied bills into the general ledger account chosen during the apply process. Use the memo field for whatever this bill is used for (rent, lunch with client, hotel, etc.) You can apply the amount to more than one general ledger account by again selecting **"Add General Ledger"**.

1 → Search

Name	Code	Reference	Unapplied Amount	Invoice	Terms	Due On	Type
AAA Umbrella Co	30023	10000	(\$2,750.00)	06/16/2010	Net 15	07/01/2010	Invoice
A Z X Sport	30250		(\$481.00)	06/17/2010	Net 60	08/16/2010	Invoice
Ball Pro Inc	38120	48761	\$33.28	09/09/2014	Net 30	10/09/2014	Invoice
Adsun, Inc	31530		(\$100.00)	10/02/2014	10th EOM	10/10/2014	Invoice
Abercrombie Printing	1200	814026	\$259.50	09/09/2014	Net 60	11/08/2014	Invoice

Process Cancel Close

Vendor 1200 Abercrombie Printing Reference 814026 Posting Date 7/30/2015

3 → Order

Order	Customer	Order Date	In Hand Date	Ship Date	Ship Via	Salesperson
+ Add Order						

4 → Non Order

Ledger	Description	Memo	Applied
400	Cost of Sales-Drop Shipmt		\$259.50
+ Add Ledger			

Freight Only

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