

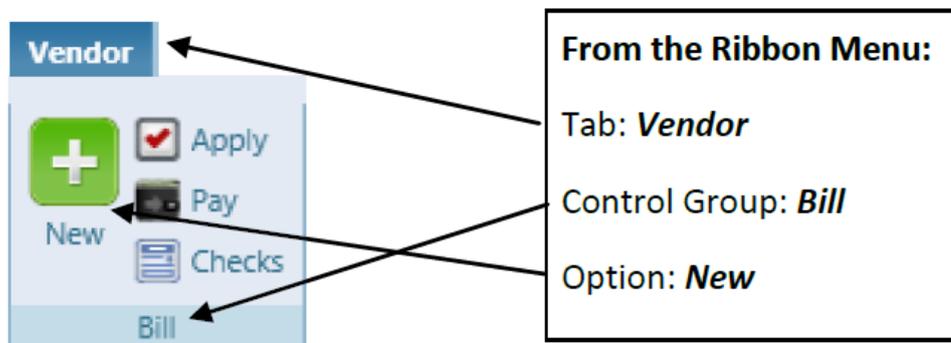
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How Do You Enter a New Bill from a Vendor?

Tammy Mason - 2022-07-18 - in Vendors

How Do You Enter a New Bill from a Vendor?



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

New: "New" is always the first required step. Once completed, these funds flow into accounts payable and unapplied bills.

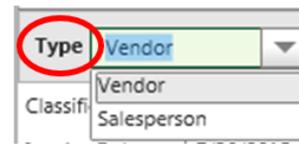
The image shows a screenshot of a software form titled 'Bill - New Koozie E..'. The form has a header with 'Home' and 'Bill - New Koozie E..' tabs. Below the header, there are several fields and buttons. The 'Type' field is set to 'Vendor'. The 'Invoice Date' is 6/8/2022, and the 'Due Date' is 7/8/2022. The 'Reference' field contains '123456', and the 'Amount' field contains '\$150.00'. The 'Terms' field is set to 'Net 30'. There are buttons for 'Process', 'Import', 'Recurring', 'Cancel', and 'Close'. Below the form, there are sections for 'Apply Bill', 'Order', 'Non Order', and 'Freight Only (0)'. The 'Freight Only' section shows a value of 0.

Type is either Vendor or Salesperson.

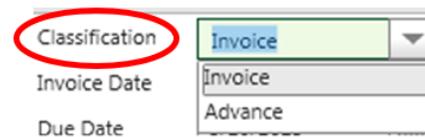
Classification is either Invoice or Advance. For a Salesperson the choice is invoice, Advance, or Commission.

Reference may be the Vendor's Invoice number, reference to the advance, Credit Card Statement, Freight Bill, Rent etc.

Due Date and **Terms** will default from the Vendor's resource.

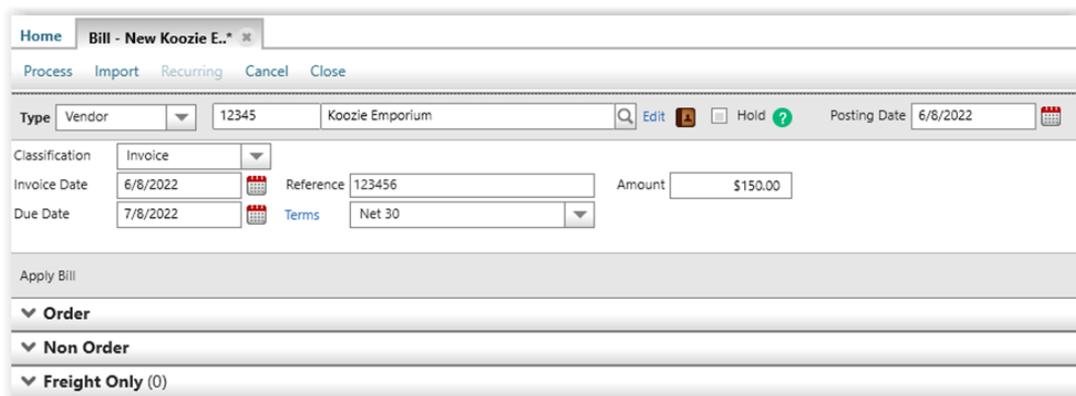


A screenshot of a software interface showing a dropdown menu for 'Type'. The word 'Type' is circled in red. The dropdown is open, showing 'Vendor' as the selected option and 'Salesperson' as an alternative option.



A screenshot of a software interface showing a dropdown menu for 'Classification'. The word 'Classification' is circled in red. The dropdown is open, showing 'Invoice' as the selected option and 'Advance' as an alternative option. Below the dropdown, the labels 'Invoice Date' and 'Due Date' are visible.

NOTE: When processing a Bills-New, the contents of the Reference field will be checked against the vendor's historical **Bill New** transactions. If the reference is found, the following message will be displayed: **“A bill with this reference already exists for this vendor. Are you sure you want to continue processing?”**. Selecting Yes will continue to process and add the bill. Selecting No will take you back to the Bills-New display.



A screenshot of a software window titled 'Bill - New Koozie E.'. The window has a menu bar with 'Process', 'Import', 'Recurring', 'Cancel', and 'Close'. Below the menu bar, there are several input fields: 'Type' (Vendor), '12345', 'Koozie Emporium', 'Edit', 'Hold', and 'Posting Date' (6/8/2022). Below these are 'Classification' (Invoice), 'Invoice Date' (6/8/2022), 'Reference' (123456), 'Amount' (\$150.00), 'Due Date' (7/8/2022), and 'Terms' (Net 30). At the bottom, there is an 'Apply Bill' section with three expandable options: 'Order', 'Non Order', and 'Freight Only (0)'.

The **Bill New** function allows you to apply your vendor's bill to your orders, non-order ledgers, or to freight only when you record the bill. However, it is not required that you apply all or any of the **Bill New** transaction at this time. This simply gives you the ability to **Bill Apply** at the same time the **Bill New** is entered, but still allows the flexibility to apply the bill later if that better fits your standard office procedures.

Bill New/Apply - Ability to place a payable on hold

Adding or editing a payable record within Bill New, Bill Apply or Bill Adjust will allow you to put the record on/off hold using the Hold checkbox.

Home Bill - New Sanmar x

Process Import Recurring Cancel Close

Type Vendor 84863 Sanmar Hold Posting Date 5/20/2022

Classification Invoice

Payables which are on hold, will not appear within Bill Pay or Consolidated Bill Pay. To view the records on hold, a Hold column has been added to the Open Payables and Open Commissions lists.