

How To Create Vouchers

Here are the steps on how to create Vouchers:

1. From the **Main Menu**, click **Purchasing (A/P)**
2. There are two ways to open blank Voucher screen for new record:
 - a. Click **Vouchers** from menu and click **New** toolbar button from the **Search Vouchers** screen.

Purchasing (A/P)

Activities

Purchase Orders
Vendor Contact List
Vouchers
Voucher Batch Entry
Pay Vouchers
Pay Voucher Process
Batch Posting

Vouchers

New Open Refresh Excel PDF Text CSV Close

Voucher Search Voucher Voucher Detail

View Filter (F3) 16,080 record(s)

Voucher Date Due Date Post Date Date Created Voucher No. Invoice No. Reference

Voucher

New Save Search Delete Undo Print Duplicate Post Pay Void Reverse Debit Memo Add Payables Email Recurring Export Import

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (0) Approval (0) Additional Info

Type Voucher Post Date 10/9/2017 Contact

Vendor Terms Ship From

Invoice No Due Date 10/9/2017 Ship To

Invoice Date 10/9/2017 Recur Reference Location

Check Comments Ship Via Pay To

+ Insert Open Tax Details Remove Get previous details Report View Filter (F3)

Load # Contract Contract Seq PO # Item No. Description Misc Description UOM

- b. Or you can click directly the New Vouchers menu under Purchasing (A/P) > Create list.

Purchasing (A/P)

Activities

Purchase Orders
Vendor Contact List
Vouchers
Voucher Batch Entry
Pay Vouchers
Pay Voucher Details
Process Payments
Batch Posting

Create

New Purchase Orders
New Vouchers
New Voucher Batch Entry
New Payable
New Buyer
New Lien
New Vendor

Voucher

New Save Search Delete Undo Print Duplicate Post Pay Void Reverse Debit Memo Add Payables

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (0) Approval (0) Additional Info

Type Voucher Post Date 10/9/2017 Contact

Vendor Terms Ship From

Invoice No Due Date 10/9/2017 Ship To

Invoice Date 10/9/2017 Recur Reference Location

Check Comments Ship Via Pay To

+ Insert Open Tax Details Remove Get previous details Report View Filter (F3)

Load # Contract Contract Seq PO # Item No. Description

3. The following fields were automatically populated:
 - a. **Transaction Type** - will default to Voucher
 - b. **Invoice Date** - will default to today's date
 - c. **Post Date** - will default to today's date
 - d. **Due Date** - will default to today's date
 - e. **Ship To** - will show the default Location set for the user that is currently logged in. Address is displayed on the **Ship To Address** field below the grid.
 - f. **Ordered By** - will default to the user that is currently logged in
 - g. **AP Account** - will default to the AP Account set for the default Company Location.
 - h. **Currency** - will default to the Functional Currency set in System Manager > Company Configuration screen > System Manager tab.
 - i. **Withheld Amount** - will default to 0.00
4. Click **Vendor** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed.
 - a. If selected vendor has an existing payables, **Add Payables** screen will open.
 - b. Select the item/s from the transaction you want to add on your voucher and click **Add** button.
 - i. Selected item/s will be displayed on the grid together with the other details set for the item.
5. After selecting Vendor: **Terms**, **Contact**, and **Ship From**, and **Ship From** fields will be automatically populated by the details entered in Vendor screen.
6. **Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
7. Enter **Invoice No.**
8. Enter **Reference** if necessary.



For combo box fields, selecting different value is allowed if necessary.

9. Except for the items added via Add Payables screen, you can still add miscellaneous details and other charges on the grid.

- i. Enter value on **Misc Description** field.
 - ii. Enter quantity in **Billed** column. Any quantity entered in this field will also be displayed in **Ordered** column.
 - iii. Enter amount in **Cost** column. This will update the **Total** column to **Cost * Billed**.
 - iv. **Account ID** column will be automatically populated by the **GL Account** set in Vendor screen.
 - v. Enter comments, weight and volume if necessary.
 - i. Click **Item No** combo box button.
 - ii. Inventory Items with **Services, Non-Inventory, Other Charges** and **Software** type will be displayed on the combo box list. Select the items you want to add.
 - iii. Selected item/s will be displayed on the grid.
 - iv. **Ordered** and **Billed** quantity will default to 1. Change if necessary.
 - v. **Cost** will default to the cost entered in Inventory Item screen. **Total** column will display **Cost * Billed**.
 - vi. **Account ID** column will be automatically populated by the **General** account set in the Item screen.
 - vii. Enter comments, weight and volume if necessary.
10. At the bottom of the screen is the **Subtotal** field that displays the total before taxes (if there's any) from all the line items entered in the grid were applied.
11. The **Tax** field will display the calculated tax of all the details added on the grid.
12. The **Total** field will display the added amount of the **Subtotal** and **Tax** fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
13. Click **Save** button. **Voucher No** field will now be filled in with a unique, system-generated ID automatically.

Here are the steps on how to create Vouchers:

1. From the **Main Menu**, expand **Purchasing** and then click **Vouchers** to open **Search Vouchers**.
2. Click **New** toolbar button to open blank Voucher screen.

3. The following fields were automatically populated:
 - a. **Transaction Type** - will default to Voucher
 - b. **Invoice Date** - will default to today's date
 - c. **Post Date** - will default to today's date
 - d. **Due Date** - will default to today's date
 - e. **Ship To** - will show the default Location set for the user that is currently logged in. Address is displayed on the **Ship To Address** field below the grid.
 - f. **Ordered By** - will default to the user that is currently logged in
 - g. **AP Account** - will default to the AP Account set for the default Company Location.
 - h. **Currency** - will default to the currency set in Company Preference > Settings screen
 - i. **Withheld Amount** - will default to 0.00
4. Click **Vendor** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed.
 - a. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.
 - b. Select the item/s you want to add on your bill and click Add button.
 - c. Selected item/s will be displayed on the grid together with the other details set in the Inventory Item screen.
5. After selecting Vendor: **Terms**, **Contact**, and **Ship From**, and **Ship From Address** fields will be automatically populated by the details entered in Vendor screen.
6. **Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
7. Enter **Invoice No**.
8. Enter **Reference** if necessary.



For combo box fields, selecting different value is allowed if necessary.

9. Except for the items added via Add Inventory Receipt screen, you can still add details on the grid.
 - i. Enter **Misc Description**.
 - ii. Enter quantity in **Billed** column. Any quantity entered in this field will also be displayed in **Ordered** column.
 - iii. Enter **Discount** if necessary.
 - iv. Enter amount in **Cost** column. This will update the **Total** column to **Cost * Billed**.
 - v. **Account ID** column will be automatically populated by the **GL Account** set in Vendor screen.
 - vi. Enter comments, weight and volume if necessary.
 - i. Click **Item No** combo box button.
 - ii. Inventory Items with **Services, Non-Inventory, Other Charges** and **Software** type will be displayed on the combo box list. Select the items you want to add.

- iii. Selected item/s will be displayed on the grid.
 - iv. **Ordered** and **Billed** quantity will default to 1. Change if necessary.
 - v. **Cost** will default to the cost entered in Inventory Item screen. **Total** column will display **Cost * Billed**.
 - vi. **Account ID** column will be automatically populated by the **General** account set in the Item screen.
 - vii. Enter comments, weight and volume if necessary.
10. At the bottom of the screen is the **Subtotal** field that displays the total before taxes (if there's any) from all the line items entered in the grid were applied
 11. The **Tax** field will display the calculated tax of all the details added on the grid.
 12. The **Total** field will display the added amount of the **Subtotal** and **Tax** fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
 13. Click **Save** button. **Voucher No** field will now be filled in with a unique, system-generated ID automatically.



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Voucher](#))

Here are the steps on how to create Vouchers:

1. From the **Main Menu**, expand **Purchasing** and then click **Vouchers** to open **Search Vouchers**.
2. Click **New** toolbar button to open blank Voucher screen.

3. The following fields were automatically populated:
 - a. **Transaction Type** - will default to Voucher
 - b. **Invoice Date** - will default to today's date
 - c. **Post Date** - will default to today's date
 - d. **Due Date** - will default to today's date
 - e. **Ship To** - will show the default Location set for the user that is currently logged in. Address is displayed on the **Ship To Address** field below the grid.
 - f. **Ordered By** - will default to the user that is currently logged in
 - g. **AP Account** - will default to the AP Account set for the default Company Location.
 - h. **Currency** - will default to the currency set in Company Preference > Settings screen
 - i. **Withheld Amount** - will default to 0.00

4. Click **Vendor** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed.
 - a. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.
 - b. Select the item/s you want to add on your bill and click Add button.
 - c. Selected item/s will be displayed on the grid together with the other details set in the Inventory Item screen.
5. After selecting Vendor: **Terms**, **Contact**, and **Ship From**, and **Ship From Address** fields will be automatically populated by the details entered in Vendor screen.
6. **Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
7. Enter **Invoice No.**
8. Enter **Reference** if necessary.



For combo box fields, selecting different value is allowed if necessary.

9. Except for the items added via Add Inventory Receipt screen, you can still add details on the grid.
 - a.
 - i. Enter **Misc Description**.
 - ii. Enter quantity in **Billed** column. Any quantity entered in this field will also be displayed in **Ordered** column.
 - iii. Enter **Discount** if necessary.
 - iv. Enter amount in **Cost** column. This will update the **Total** column to **Cost * Billed**.
 - v. **Account ID** column will be automatically populated by the **GL Account** set in Vendor screen.
 - vi. Enter comments, weight and volume if necessary.
 - a.
 - i. Click **Item No** combo box button.
 - ii. Inventory Items with **Services**, **Non-Inventory**, **Other Charges** and **Software** type will be displayed on the combo box list. Select the items you want to add.
 - iii. Selected item/s will be displayed on the grid.
 - iv. **Ordered** and **Billed** quantity will default to 1. Change if necessary.
 - v. **Cost** will default to the cost entered in Inventory Item screen. **Total** column will display **Cost * Billed**.
 - vi. **Account ID** column will be automatically populated by the **General** account set in the Item screen.
 - vii. Enter comments, weight and volume if necessary.
10. At the bottom of the screen is the **Subtotal** field that displays the total before sales tax of all the line items entered in the grid.
11. The **Shipping** field can be used to enter shipping costs for the transaction.
12. The **Tax** field will display the calculated tax of all the details added on the grid.
13. The **Total** field will display the added amount of the **Subtotal**, **Freight** and **Tax** fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.

- Click **Save** button. **Voucher No** field will now be filled in with a unique, system-generated ID automatically.

Voucher - Cracked Mug

Details | Prepaid and Debit memos | Attachments (0) | Comments (0) | Audit Log (1)

Type: Voucher | Post Date: 02/05/2016 | Contact: Cracked Mug | Voucher No: **BL-50**

Vendor: Cracked Mug | Terms: Due on Receipt | Ship From: Cracked Mug | AP Account: 20000-0001-000

Invoice No: INV-1111 | Due Date: 02/05/2016 | Ship To: 0001 - Fort Wayne | Withheld Amount: 0.00

Invoice Date: 02/05/2016 | Reference: Test | Location: 0001 - Fort Wayne | Currency: USD

Check Comments: | Ship Via: Truck | Ordered By: irelyadmin | Recurring: ☐

Contract	Item No.	Description	Misc Description	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weig...	Discou...	Tax
		LABOR	Labor	500	500	15.00			0.00	5%	0.00
		MISCPARTS	Miscellaneous ...	1	1	50.00			0.00	0%	0.00
		LABOR	Labor	1	1	20.00			0.00	0%	0.00

Ship From: Indianapolis, IN 46201 United States | Approval: Require Approval: ☐ Status: | Subtotal: 7,195.00

Ship To: 4242 Flagstaff Cove Fort Wayne, IN 46815 United States | Approval Notes: | Shipping: 0.00

Tax: 0.000000

Total: 7,195.00

Amount Paid: 0.00

Amount Due: 7,195.00

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You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Voucher](#))

Here are the steps on how to create Bill Entry:

- From the **Main Menu**, click **Purchasing > Bills**. If there's an existing record, docked **Search Bill** screen will open. Otherwise, blank **Bill** screen will open automatically.
- If **Search Bill** screen opens, click **New** toolbar button to open blank **Bill** screen.

iRelay 121 - iRelay Grain and Ag Co

Menu | Filter Menu | Favorites | System Manager | Common Info | Dashboard | General Ledger | Financial Reports | Cash Management | Inventory | Purchasing | Purchase Orders | Bill Batch Entry | Bills | Recurring Transactions | Batch Posting | Pay Bills | Pay Bill Details | Print Checks | Paid Bills History | Vendor Expense Approval | Import Bills from Origin | Vendors | Open Payables | Vendor History | Cash Requirements | Check Register | AP Transactions by GL Account | Sales | Payroll | Notes Receivable | Grain | Contract Management | Risk Management | iRelay 121

Bill | 47,028 records

Transaction Type: Bill | Date: 06/25/2015 | Invoice Date: 06/25/2015 | Currency: USD | Invoice No: | Bill No: |

Ship From: | Ship To: AP's Company Location | Ordered By: AGADMIN | Contact: |

AP's St. Cor Test Ave
Columbus, OH 43270
United States

Ship Via: | Due Date: 06/25/2015 | Terms: | AP Account: 22222-1099 | Withheld Amount: 0.000000

Location: AP's Company Location | Approval Notes: |

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments

Subtotal: 0.000000

Shipping: 0.000000

Tax: 0.000000

Total: 0.000000

Page 1 of 1

- The following fields were automatically populated once you open a new **Bill Entry** screen:
 - Transaction Type** - will default to Bill
 - Date** - will default to today's date
 - Invoice Date** - will default to today's date
 - Currency** - will default to the currency set in Company Preference > Settings screen
 - Ship To** - will show the address name and address of the default Company Location.
 - Ordered By** - will default to the user that is currently logged in
 - Due Date** - will default to today's date
 - AP Account** - will default to the AP Account set in Company Preference > Accounts Payable screen
 - Location** - will show the address name and address of the default Company Location.
 - Withheld Amount** - will default to 0.00

Bill

Transaction Type: Bill Vendor ID: Date: 06/25/2015 Invoice Date: 06/25/2015 Currency: USD Invoice No: Bill No:

Ship From: Ship To: AP's Company Location Ordered By: AGADMIN Contact: Ship Via: UPS Ground Due Date: 06/25/2015 Terms: AP Account: 22222-1099 Location: AP's Company Location Withheld Amount: 0.000000

Reference: Approval Notes:

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
Subtotal: 0.000000										
Shipping: 0.000000										
Tax: 0.000000										
Total: 0.000000										



For combo box fields, selecting different value is allowed if necessary.

4. Enter **Invoice No.**
5. Click **Vendor ID** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
 - a. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.

Add Inventory Receipt

Vendor ID: V'100 Company: AP's Sample Vendor

PO Number	Contract	Date	Reference	Ship Via	Terms	Product ID	Received	Or
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'WHEAT	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'Glass installation	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'Car Rentals	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'Office Supplies	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'i21 Software	1.00	

- b. Select the item/s you want to add on your bill and click Add button.

Add Inventory Receipt

Vendor ID: V'100 Company: AP's Sample Vendor

PO Number	Contract	Date	Reference	Ship Via	Terms	Product ID	Received	Or
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'WHEAT	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'Glass installation	1.00	<input checked="" type="checkbox"/>
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'Car Rentals	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'Office Supplies	1.00	
PO-32		06/25/2015		UPS Ground	3% 5 Net 15	'i21 Software	1.00	

- c. Selected item/s will be displayed on the grid together with the other details set in the Inventory Item screen.

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comm
'WHEAT	'wheat - inv		1	1	0%	None	12.50	12.50	27020-0000	
'Office Supplies	'Office Supplies...		1	1	0%	None	9.99	9.99	93000-0000	
	Misc Items		1	1	0%	None	5.00	5.00	93000-0000	

6. After selecting Vendor: **Ship From**, **Contact**, **Ship Via**, **Terms** and **Contact** fields will be automatically populated by the details entered in Vendor screen.

7. **Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
 8. Enter **Reference** if necessary.
 9. Except for the items added via Add Inventory Receipt screen, you can still add details on the grid.

- a.
- Enter **Misc Description**.
 - Enter quantity in **Qty Received** column. Any quantity entered in this field will also be displayed in **Qty Ordered** column.
 - Enter **discount** if necessary.
 - Enter amount in **Cost** column. This will update the **Total** column to **Cost * Qty Received**.
 - Account ID** column will be automatically populated by the **Expense ID** account set in Vendor screen.
 - Enter comments, weight and volume if necessary.

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comm
1	'WHEAT	'wheat - inv	1	1	0%	None	12.50	12.50	27020-0000	
2	'Office Supplies	'Office Supplies...	1	1	0%	None	9.99	9.99	93000-0000	
		Misc Items	1	1	0%	None	5.00	5.00	93000-0000	

- a.
- Click **Item No** combo box button.
 - Inventory Items with **Services**, **Non-Inventory**, **Other Charges** and **Software** type will be displayed on the combo box list. Select the items you want to add.
 - Selected item/s will be displayed on the grid.
 - Ordered** and **Received** quantity will default to 1. Change if necessary.
 - Cost** will default to the cost entered in Inventory Item screen. **Total** column will display **Cost * Qty Received**.
 - Account ID** column will be automatically populated by the account Id set in Vendor Entity screen.
 - Enter comments, weight and volume if necessary.

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comm
1	'WHEAT	'wheat - inv	1	1	0%	None	12.50	12.50	27020-0000	
2	'Office Supplies	'Office Supplies...	1	1	0%	None	9.99	9.99	93000-0000	
		Misc Items	1	1	0%	None	5.00	5.00	93000-0000	

10. At the bottom of the screen is the **Subtotal** field that displays the total before sales tax of all the line items entered in the grid.
 11. The **Shipping** field can be used to enter shipping costs for the transaction.
 12. The **Tax** field will display the calculated tax for the **Tax Code** entered in the grid.
 13. The **Total** field will display the added amount of the **Subtotal**, **Freight** and **Tax** fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
 14. Click **Save** button. **Bill No** field will now be filled in with a unique, system-generated ID automatically.



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Voucher](#))

Here are the steps on how to create Bill Entry:

- a. From the **Main Menu**, click **Accounts Payable Activities > Bill Entry**. If there's an existing record, **Search Bill Entry** screen will open. Otherwise, **Bill Entry** screen will open automatically.

b. If Search Bill Entry screen opens, click **New** toolbar button to open blank Bill Entry screen.

The screenshot shows the 'Search Bill' window. The 'New' button in the top toolbar is highlighted with a red box and an arrow. The left sidebar shows the 'Bill Entry' option under the 'Accounts Payable' section. The main area displays a list of bills with columns: Account ID, Bill No., Invoice No., Vendor Name, Total, Is Posted, Is Paid, and Payment Info. Below the list is a 'Details' tab with various fields for bill entry.

The following fields were automatically populated once you open a new Bill Entry screen:

- i. **Date** - will default to today's date
- ii. **Invoice Date** - will default to today's date
- iii. **Currency** - will default to the currency set in Company Preference > Settings screen
- iv. **Transaction Type** - will default to Bill
- v. **Ship To** - will default to the address entered in the Common Info > Company Location
- vi. **Ordered By** - will default to the user that is currently logged in
- vii. **Due Date** - will default to today's date
- viii. **AP Account** - will default to the AP Account set in Company Preference > Accounts Payable screen
- ix. **Withheld Amount** - will default to 0.00

The screenshot shows the 'Bill' window with the 'Details' tab selected. Several fields are highlighted with red boxes: Date (02/26/2015), Invoice Date (02/26/2015), Currency (USD), Transaction Type (Bill), Ship To (FW Test Avenue, Fort Wayne, IN 46801, United States), Ordered By (AGADMIN), Due Date (02/26/2015), AP Account (22222-0000), and Withheld Amount (0.00). The bottom right shows a summary of Subtotal, Shipping, Tax, and Total, all at 0.00.



For combo box fields, selecting different value is allowed if necessary.

Click **Vendor ID** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.

- i. If selected vendor has an existing Inventory Receipt, Add Inventory Receipt screen will open.

- ii. Select the details you want to add on your bill and click Add button.

- iii. Selected details will be displayed on the grid of the bill.

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
	Wheat		20	20	0%	None	20.00	400.00	27020-0000	
	Wheat		20	15	0%	None	20.00	300.00	27020-0000	

- e. After selecting Vendor: **Ship From, Contact, Ship Via, Terms** and **Location** fields will be automatically populated by the details entered in Vendor screen.
- f. **Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- g. Enter **Reference** if necessary.
- h. Add details on the grid.
- Enter **description**.
 - Enter quantity in **Qty Received** column. Any quantity entered in this field will also be displayed in **Qty Ordered** column.
 - Enter **discount** if necessary.
 - Enter amount in **Cost** column. This will update the **Total** column to **Cost * Qty Received**.
 - Account ID** column will be automatically populated by the **Expense ID** account set in Vendor screen.
 - Enter comments, weight and volume if necessary.

Description	Qty Ordere...	Qty Receiv...	Discoun...	Tax	Cost	Total	Account ID	Comments	Weig...	Volume	Bin Location
test	10	10	0%	None	25.00	250.00	60100-4001		5	5	

- i. At the bottom of the screen is the **Subtotal** field that displays the total before sales tax of all the line items entered in the grid.
- j. The **Shipping** field can be used to enter shipping costs for the transaction.
- k. The **Tax** field will display the calculated tax for the **Subtotal** entered in the grid.
- l. The **Total** field will display the added amount of the **Subtotal, Freight** and **Tax** fields. This is the amount that will be entered to the Accounts Payable account in the General Ledger when you post this transaction. You will also see this amount in the Payables form for this vendor.
- m. Click **Save** button. **Bill No** field will now be filled in with a unique, system-generated ID automatically.



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Voucher](#))

Here are the steps on how to create Bill Entry:

- From the **Main Menu**, click **Accounts Payable Activities > Bill Entry**. If there's an existing record, **Search Bill Entry** screen will open. Otherwise, **Bill Entry** screen will open automatically.
- If **Search Bill Entry** screen opens, click **New** toolbar button to open blank Bill Entry screen.

The following fields were automatically populated once you open a new Bill Entry screen:

- Date** - will default to today's date
- Invoice Date** - will default to today's date
- Currency** - will default to the currency set in Company Preference > Settings screen
- Transaction Type** - will default to Bill
- Ship To** - will default to the address entered in the Common Info > Company Location
- Ordered By** - will default to the user that is currently logged in
- Due Date** - will default to today's date
- AP Account** - will default to the AP Account set in Company Preference > Accounts Payable screen
- Withheld Amount** - will default to 0.00












For combo box fields, selecting different value is allowed if necessary.

- Click **Vendor** combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
- After selecting Vendor: **Contact**, **Ship Via**, **Terms** and **Location** fields will be automatically populated by the details entered in Vendor screen.
- Due Date** field will update based on the terms assigned for the selected vendor and on the Invoice Date selected.
- Enter **Reference** if necessary.
 - Enter **description**.

- | Description | Qty Order... | Qty Receiv... | Discoun... | Tax | Cost | Total | Account ID | Comments | Weig... | Volume | Bin Location |
|-------------|--------------|---------------|------------|------|-------|--------|------------|----------|---------|--------|--------------|
| test | 10 | 10 | 0% | None | 25.00 | 250.00 | 60100-4001 | | | 5 | 5 |

- Bill

New Save Search Delete Undo Print Post Recap Close

Details Attachments

Bill No: BL-45609 Vendor ID: Test Vendor Date: 12/10/2014 Invoice Date: 12/10/2014

Ship From: Ship To:

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Voucher](#))