

Enter a bill for items



You can enter bills for your inventory and non-inventory parts, services, and fixed assets.

Note: After you enter bills, they must be paid later using the [Pay Bills](#) window.

To do this task

1. Go to the **Suppliers** menu and click **Enter Bills**.
2. In the **Supplier** field, choose a supplier from the drop-down list, or choose **<Add New>** to [enter a new supplier](#).
3. If you need to, you can change the [date](#) of the bill.
Entering the correct date will make it easier for you to track whether or not that bill has been paid, and if not, whether it is before or past the due date (how long it has been aging).
4. (Optional) In the **Address** field, enter or edit the supplier address if you need to.
Changes you make here will automatically update that supplier's record.
5. In the **Amount Due** field, enter the amount of the bill.

[What if an amount is already filled in?](#)

If you're creating a new transaction and find that the Amount field is already filled in, it means you have a preferred transaction of the same type for the same person.

You can control whether or not this information is pre-filled with the [Automatically recall information](#) general preference.

If an amount is pre-filled, you can always fill in a different amount.

6. Complete the **Ref. No**, **Terms**, and **Memo** fields as necessary.

[What do I enter for the Ref. No.?](#)

The reference number field is optional. You can use it to record the bill, statement, or invoice number.

It is helpful to enter a reference number because it appears in the accounts payable register and in other windows received from the same supplier.

When you print a voucher cheque to pay this bill and enter the bill number in this field, your supplier can see which prints in the voucher area.

[What are terms?](#)

Reckon Accounts enters terms for you if you specified payment terms when you set up the supplier's record. Reckon payment.

Example: 2% 10 Net 30 means "2% discount if paid within 10 days, with the net (or total) amount due in 30 days 10th of the month, with the net amount due by the 30th of the month" if the terms are date-driven terms.

[Where does the Memo appear?](#)

The memo you enter appears in your accounts payable register and on reports that include the bill.

If you pay the bill by cheque and you did not enter an account number when you set up the supplier's record, Reckon you did enter an account number, the account number appears in the Memo field of the cheque.

You can enter as many as 4095 characters in the memo.

7. Click the **Items** tab. You can edit items that were entered from your purchase order, [enter new items](#), or both.
[If the item you're purchasing is a fixed asset.](#)
[What if there is no Items tab?](#)
8. To enter shipping charges or taxes not associated with an individual item, click the **Expenses** tab. In the detail area, [enter each charge](#), and associate it with its correct expense account.
9. Save the bill.

When you save the bill, it appears in the unpaid bills detail report and the transaction list by supplier report. The expense of the items is reflected in your Profit and Loss report.

See also

- [What if I already have a purchase order for this supplier?](#)
- [When do I enter a bill for Expenses or Items?](#)

- [Enter a bill for expenses](#)
- [Set a reminder to pay bills](#)