



Vendor Bill Entry

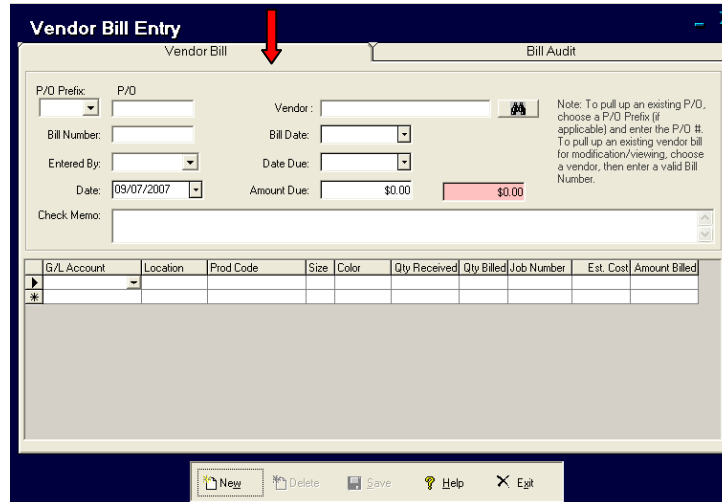
Typically, you would use the **ADVANTAGE Bill Entry** feature for your production-related bills only. However, smaller companies may find it easier to enter all bills here. Reasons for using the **Bill Entry** feature include the ability to update inventory costs, job costs, and purchase orders.

To access the **Bill Entry** feature, select **Accounting** then **Vendor Bill Entry** from the **ADVANTAGE** main menu:



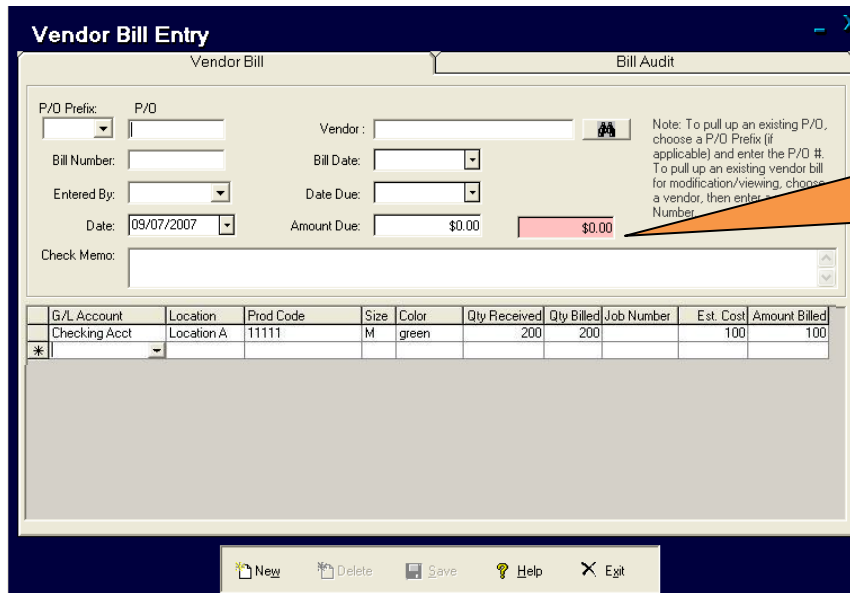
Entering a Bill for Payment

- ✦ From the **Vendor Bill Entry** screen, click on the **Vendor Bill** tab.



- ✦ **P/O Prefix** – use the drop down menu to select a prefix, if you use them. Many larger companies use P/O Prefixes to track which part of the company the P/O is for.
- ✦ **P/O** – if the bill relates to a purchase order, you must know the purchase order number you are entering the bill for.
- ✦ **Vendor** – if you use a purchase order number, **ADVANTAGE** will automatically fill this in for you. Otherwise, use the binoculars icon to locate your vendor.
- ✦ **Bill Number** – the vendor's bill number.
- ✦ **Entered By** – use the drop down menu to select your name if it differs from the default.
- ✦ **Date** – this defaults to the current date, but you can change it with the drop down menu.
- ✦ **Check Memo** – this will print on the memo line of the check.
- ✦ **Bill Date** – the vendor's bill date, from the bill.
- ✦ **Due Date** – when the payment is due to the vendor. *Not* the due date within **ADVANTAGE**.
- ✦ **Amount Due** – the total amount due from the bill; the amount the check is for.

The bottom of the screen is for the detail coding of the costs to your General Ledger account:

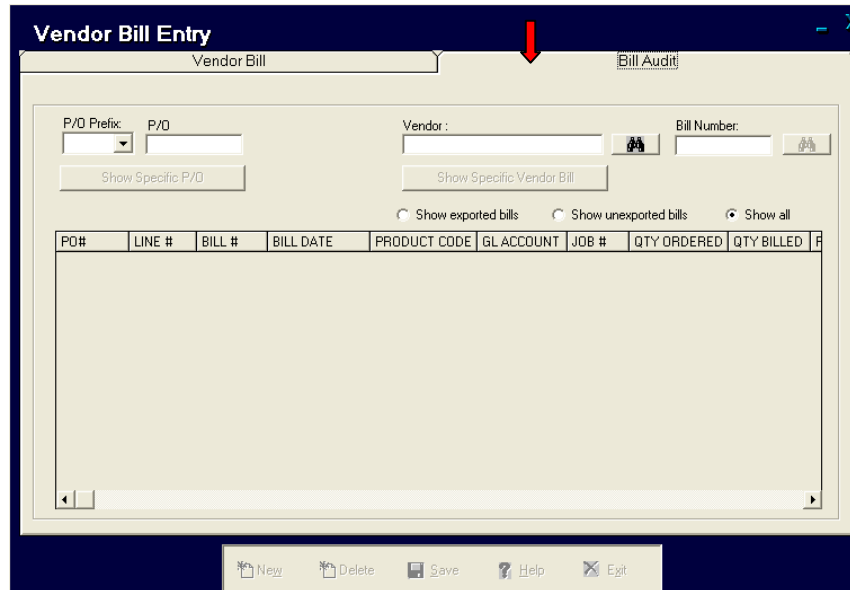




- ✦ **G/L Account** – (required field) usually an expense or assets account. It is not the Accounts Payable account.
- ✦ **Location** – used to keep track of costs by department, plant, or location.
- ✦ **Prod Code** – the **ADVANTAGE** product code.
- ✦ **Size** and **Color** are details about the product. These two are customizable fields. Your company may not use size and color to describe a product, but some other term.
- ✦ **Qty Received** – how many items you are paying for with this bill. This is for information only. It will not update inventory.
- ✦ **Est. Cost** – for P/O items, **ADVANTAGE** will automatically fill this in for you. It is the amount you can expect to be billed for the items.
- ✦ **Amount Billed** – (required field) the amount you were actually charged by the vendor. You must enter each detail item from the bill on a separate line, if you want the correct General Ledger (or Job) updated.
- ✦ Click **Save** when you are finished.

Remember, this updates **ADVANTAGE**. When you export to QuickBooks, your actual accounts are updated. QuickBooks writes the checks, not **ADVANTAGE**.

Viewing a Bill

- From the **Vendor Bill Entry** screen, click on the **Bill Audit** tab to bring up the **Bill Audit** screen. This screen lets you see what bills have been entered for a vendor or purchase order, so you can avoid duplication.



- If you want to select a specific Purchase Order to view:
 - P/O Prefix** – use the  to select a Purchase Order Prefix if you use them.
 - P/O** – Enter the Purchase Order number.
 - Click **Show Specific P/O**. This will show all invoices entered into **ADVANTAGE** associated with that Purchase Order.
- If you want to select a specific bill to view:
 - Vendor** – enter the vendor name or use the  icon to open **Vendor Lookup**.
 - Bill Number** – enter the bill number you want to view.
 - Click **Show Specific Vendor Bill**.
- Use the radio button to choose which bills to view:
 - Show exported bills** – those already sent to **QuickBooks**.
 - Show unexported bills** – those not yet sent to **QuickBooks**.
 - Show all** – both exported and unexported.