Enter a bill for expenses

Expenses are all of the things you spend money on, and are linked to one or more expense accounts. For example, if you pay $200 per month for utilities, assign that bill to an expense account set up for utilities.

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**. 🖱 GO

2. Click the **Supplier** drop-down arrow and choose a supplier or click **<Add New>** to enter a new supplier.

   What if I already have a purchase order for this 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.

   Any 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 prefere 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 pref
   >
   > > 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 window 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 whi 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. Reck payment.
   >
   > **Example:** 2% 10 Net 30 means "2% discount if paid within 10 days, with the net (or total) amount due in 30 da 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, Re 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. In the **Expenses** tab, click in the **Account** field and choose an expense account from the drop-down list.

   What if an account is already filled in? ⊟

   > If you're creating a new transaction and find that the **Account** field is already filled in, it means you have a prefe
   >
   > - The type of form (for example, the Write Cheques form or Pay Bills form).
   >   This is controlled by the **Select Default Account to Use** Banking preferences (on the My Preferences tab).
   > - The previous transaction of the same type for the same person, or the account previously and consistently u
   >   This is controlled by the Automatically recall information general preferences.
   >
   > > If an account is pre-filled, you can always select a different account.

If you need to assign the bill to more than one expense account, click in another **Account** field and enter the account there.

8.   (Optional) To correct mistakes in the detail area, click Clear Splits or Recalculate.

9.   Save the bill.

See also

- When do I enter a bill for Expenses or Items?
- Enter a bill for items
- Memorise a bill
- Void or delete a bill
- Set a reminder to pay bills