

Entering Bills

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

What is a bill?

A bill is an invoice that you receive from your vendors or suppliers for products and services you have purchased.

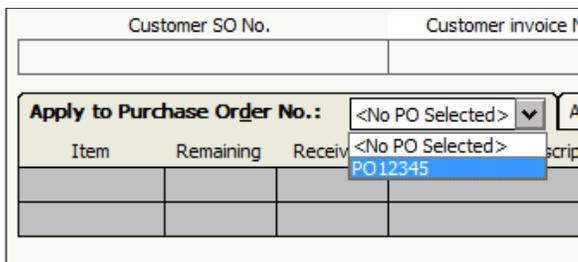
Where do I enter my vendor bills?

Go to the **Vendors & Purchases Navigation Center**. On the Vendors & Purchases tab select Enter Bills > New Bill. Enter the bill in the Purchases/Receive Inventory window.



How do I turn my purchase order into a bill?

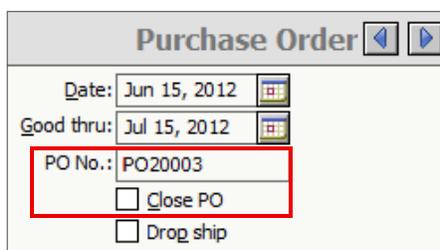
In the Purchases/Receive Inventory window, select the purchase order number from the drop-down list on the **Apply to Purchase Order No.** tab.



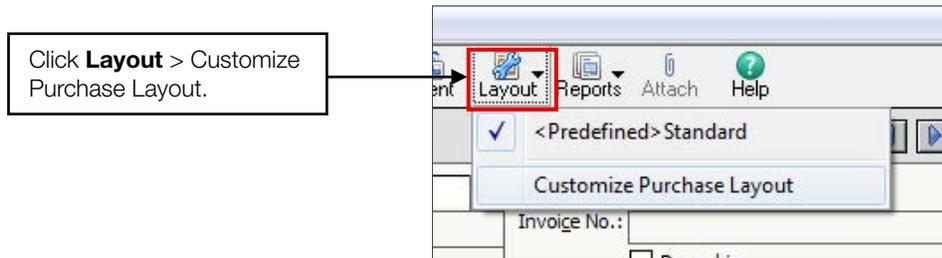
Note: Purchase orders are available in Sage 50 Pro Accounting and higher.

Did you know?

- If you don't see your purchase order in the drop-down list on the Apply to Purchase Order No. tab, make sure it has a **PO number** and **Close PO is not selected** on the purchase order.



- You can **add or remove** the **fields** you see on the Purchases/Receive Inventory window.



- You can still enter a vendor bill if you've received the items but not the actual invoice yet. Enter the items or services you have received in the Purchases/Receive Inventory window. Check **Waiting on bill** and click Save.



For more info, visit: Sage.com
or contact us at 866-996-7243