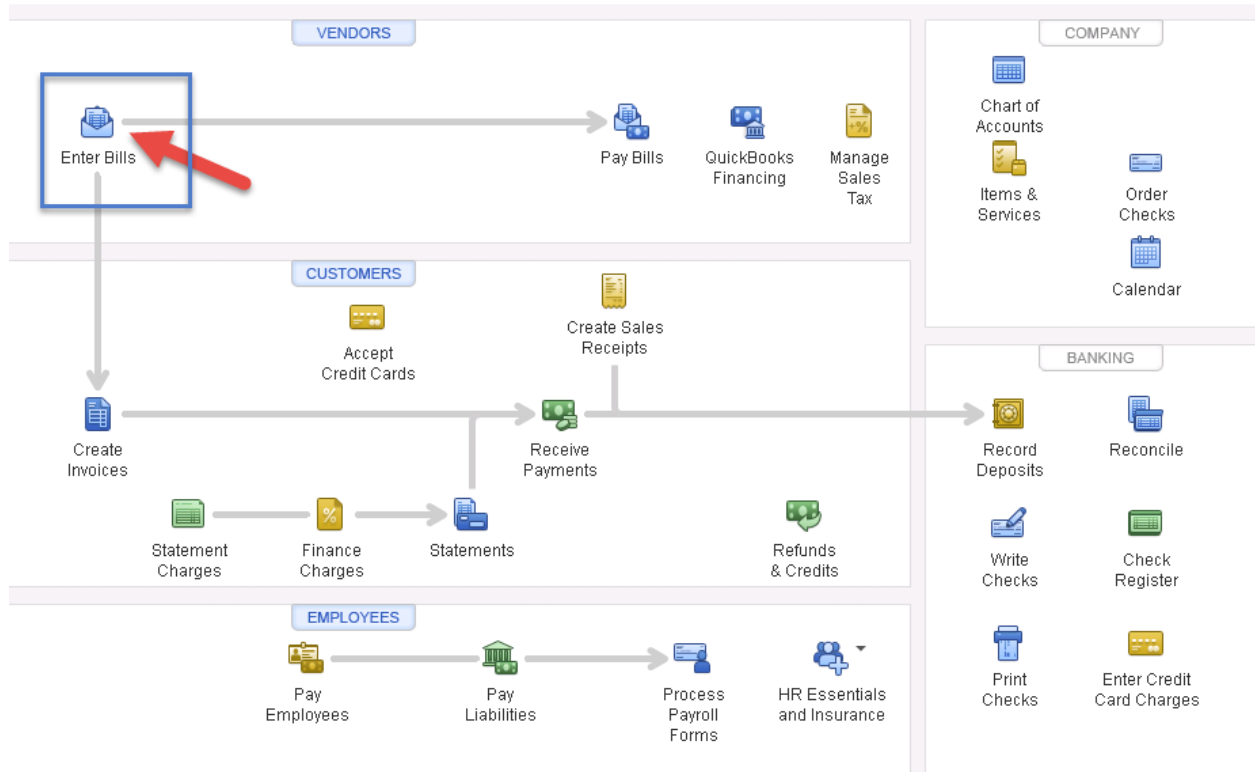


Enter a Bill

From the home screen click "Enter Bills"



Enter all information from the invoice into the bill.

Use the Invoice number in the "reference" field

Add any memo desired

If the bill is for Advanced Client Costs, the client name should be entered in the "customer/job" field and "billable" should be checked

Bill Received

Bill

VENDOR: [Empty]
DATE: 12/15/2019
REF. NO.: [Empty]
AMOUNT DUE: 0.00
BILL DUE: 12/25/2019

Expenses: \$0.00 | Items: \$0.00

| ACCOUNT | AMOUNT | MEMO | CUSTOMER:JOB | BILLA... | CLASS |
|---------|--------|------|--------------|----------|-------|
| | | | | | |
| | | | | | |
| | | | | | |

Buttons: Save & Close, Save & New, Clear

Your bill should look like the following:

Bill Received

Bill

VENDOR: File & Serve Express
DATE: 05/28/2015
REF. NO.: 123456
AMOUNT DUE: 24.95
BILL DUE: 06/07/2015

Expenses: \$24.95 | Items: \$0.00

| ACCOUNT | AMOUNT | MEMO | CUSTOMER:JOB | BILLA... | CLASS |
|---------------------|--------|------|--------------|-------------------------------------|-------|
| Advanced Client ... | 22.30 | | Smith, John | <input checked="" type="checkbox"/> | |
| Advanced Client ... | 2.65 | | Baker, Ron | <input checked="" type="checkbox"/> | |
| | | | | | |
| | | | | | |

Buttons: Save & Close, Save & New, Clear

Hit "Save and New" and enter your next bill.