# Genie Accountancy
Knowledge, Experience, Support

How to Enter a Bill

This option should only be used to record bills that are paid for using the company bank account or company debit/credit card. These include hotel bills, accountancy fee bills, invoices for insurance etc. For recording other expenses paid for using the company card, please refer to the guide on explaining bank transactions or alternatively our company credit card guide.

1. On the top of your screen, click on the 'Bills' tab.

Purefresh Fruit Juice Ltd.

Overview | Contacts | Work ▾ | **Bills** | My Money

Bills
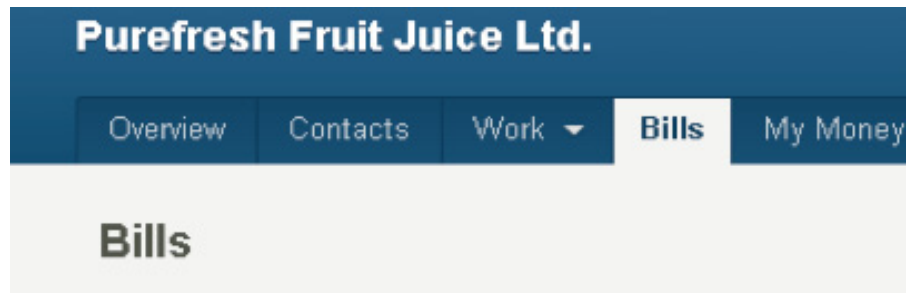
2. At the top right hand corner, you will find a bright green button "Create my first Bill" click on this

Create my first Bill

3. Select the supplier, if you need to add a new click on 'add a new contact' enter the Details of the Bill and select the category of expense the bill relates to. For the reference, you can use the invoice number of the bill you are recording.

Bill Details

Supplier Contact [Genie Accountancy ▾] or Add a new contact

Reference * [_____]

Bill Date * [11 Apr 13] 🗓
(dd mmm yy)

Due On * [11 May 13] 🗓
(dd mmm yy)

Total Value * [_____] inc [Auto ▾] % VAT
Select *Auto VAT* to use the normal VAT rate for the bill type and date.
Use negative numbers for a Bill Credit Note (Refund).

EC Status ⦿ Non-EC ○ EC Goods ○ EC Services
Select appropriate status for VAT reporting purposes

Category [Accountancy Fees ▾]

Comments [_____]

5. You can link bills to a Project to allow tracking of expenditure on the project. Select the Project you would like to link the bill to.

Is this a Project Bill?

Link to Project | -- None -- ▼

Tips:
Please refer to the ' How to create a project' guide if you have no projects

6. For recurring bills , you can set the bill to recur by selecting the relevant option on the drop down menu.

Recurring Options

This Bill recurs | -- Does Not Recur -- ▼

IRIS OpenBooks will create a duplicate of this bill after the period you specify. Leave the end date blank to recur forever.

Tips:
Bills will only recur at a future date. They cannot be set to recur retrospectively.

6. Scanned copies of Bills can be attached by uploading the bills using this option.

Attachment

Upload an attachment | Choose File | No file chosen

Maximum file size is 5MB. Acceptable formats are:

Attachment description |

Tips:
If you attach all your Bills to the relevant entry, then you do not need to keep the paper copies.

7. Once you have recorded all the information and attached the Bill. Click on Create and Finish or Create and Add Another if you are adding more than

Create and Finish

Create and Add Another