

Bills Single Expense Line in SedonaOffice

04/26/2024 1:45 pm EDT

In the middle of the new bill screen is a checkbox titled Single Expense Line. This checkbox saves your selection and will default in as checked or unchecked based on the setting you choose on the last bill you saved.

When checked, this box saves time on data entry. The system will assume that you intend to enter only one single expense line on the bill. This means that the one line you enter will be for the total amount of the bill. The system will therefore default that amount in for you, so you do not have to enter it.

The steps for using this feature are –

1. The user selects to create a new bill and fills out the bill header information. Among the bill header information is the Amount field where the total amount of the bill is recorded.
2. The Single Expense Line box is checked or has defaulted in as checked already, based on the user's selection on the last bill they saved.
3. The user selects an expense account on the bill. Because the Single Expense Line box is checked, the system automatically defaults the total Amount from the bill header into the rate field for the new expense line.

Bills

Vendor: Anthem Blue Cross And Blue Shield
Address: P.O. Box 3655
Detroit, MI 48201

Category: Admin G & A

Reference #: BCBS 092216
Branch: MI
Terms: Amount
Due On Receipt: 250.00
Bill Date: 9/22/2016
Billed For Dec: 2016
250.00

Parts: 6.00 Expense: 250.00 Documents: Show Branches Show Job Cost Single Expense Line

General Ledger				Job Cost					
GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item
620414	Employee - Insurance (H)	1	250.00	250.00	MI	Admin G & A		O	
620414	Employee - Insurance (Health)	Ex	\$1,000.00	O					

Memo:

Total: 250.00
Balance Due: 250.00

Copy Expenses Apply Save Close