

New IR/Bill How to Create a New IR/Bill

Software Development RIMSS Business Systems Technology

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Creating a New IR/Bill: There are a few options that allow you to create:

To create a New IR/Bill: Suppliers > New > Item Receipt/Bill



OR: Inventory > New > Item Receipt/Bill

File	View	Company	Customer	Notes Receivable	CRM	Suppliers	Employees	Payroll	Banking	Fixed Assets	Inventory	Service	Who	legoods	Lease	Rental	Reports	Web Links	Wi
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Option 1: Creating an IR with an Approved PO: Once the PO # is populated, change the Invoice Date to the date of the Invoice. Enter your Packing Slip# or Invoice # in the Supplier Reference field. The Recv'ed Qty will populate automatically from your PO. Make sure that the quantities are correct. Verify the cost is correct and matches your document. Save the document. This completes the process of creating an IR with an Approved PO.

File View 0	Company Custo	omer Notes Receivable	CRM Suppliers Emplo	yees Payroll	Banking F	ixed Assets In	ventory Servi	ce Wholegoods Lease I	Rental Repor	ts Web Link	s Windows	Help			
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Option 2 – Creating an IR manually.

- 1. Type in Supplier Name or a portion of the Supplier Name and hit enter to search for the Supplier. Double click on the correct Supplier to add that Supplier to the I/R.
- 2. Enter your Invoice # or Packing List # into the Supplier Reference field.
- 3. Once you finalize all information on the IR/Bill, change your Doc Type to Bill*.

*The Doc Type "Item Receipt" means that the Items are received into inventory and in Accounts Payable. In order for the document to display in Pay Bills or Pay Supplier Statement, the Doc Type must be changed to "Bill". Usually the accounting office will reconcile all IR's and be in charge of the Doc Type.

File View	Company Custo	mer Notes Receivable	e CRM	Suppliers	Employees	Payroll	Banking	Fixed Assets Inv	entory Servic	e Wholegoods Leas	e Rental Re	eports Web Link	s Windows	Help	
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Now you are ready to add items to your IR. The illustration below shows how you can enter a partial part # and an Item Lookup will pop up. Double clicking on the item you want will add it to the IR. You can also use shortcut key F12 to open the Item Lookup.

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Seve and Cloce Save and New Save and Print Severa Bate Customer - Stread Enventory Dispatch Auto Allocate St First Scheduld Payments (Altadoments (O) Related Orders Doc. # 0 Doc. Type Item Receipt # Doc. Date 6/25/2020 w Stabus Supplier Tits 19 Doc. # 0 Doc. Type Item Receipt # Doc. Date 6/25/2020 w Supplier Tits Supplier Tits 19 Doc. # 0 Doc. Type Item Receipt # Doc. Date 6/25/2020 w Supplier Tits Supplier Ref ID 119 Doc. # 0 Doc. # Doc. # 0 D	fier Company Cutomer Notes Receivable CRM Supplies Employees Payori Banking Fierd Assts Inventory Service Wholegoods Leave Rental Reports WebLinks Winds Notestand Total Service Report Extinuite -960 Cutomer Lat Cutomer -3CH5001F7AP6 (72) P03 Sales Orde Lat New Rolf 20 Service M New Sev and Plin Save Attachments Void Layouts Print Receiving Report Export Create Inventory Dispatch Auto Allocate Stock to Back Orders Set OpRev'd to seed Schedulde Payments () Related Orders Doc. # 0 Doc. Type Tem Receiving (Doc Due 6 (525/2020 (e) Status (c) 225/2020 (fier Company Cutomer Notes Receivable CMM Supplies Employee Payrol Banking Fied Assets Inventory Service Wholepools Leare Rental Reports Web Links Windows Help Ministration Parabase Order Lat Record Estimate Lat Service Record Estimate Lat Cutomer - JOHRSON FARMES (72) POS Sales Order Lat Calabon Help Service AC loss Service Record Estimate Lat Service Record Estimate Lat Cutomer - JOHRSON FARMES (72) POS Sales Order Lat Calabon Help Service AC loss Service Record Estimate Lat Cutomer - JOHRSON FARMES (72) POS Sales Order Lat Calabon Help Calabo	fier Company Customer Notes Recruit Net (M Supples Employee Payoli Banking Field Acta Inventory Service Wholegoods Lass Renal Reports Web Links Windows Help Wheelse Technology Paydee Odde Link Repar Edwards Link Lowis Payoli Banking Report Expert Castemer-204500149405 (2) POS Sales Odde Link Teeret Bank Odde Served Acta Sales And Paris Save Attachments Vid Luguists Print Receiving Report Expert Castemer-204500149405 (2) POS Sales Odd Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Sat Dynes (255,000 W Sales Odde Link Back Michael Michae	fine Company Catomer Markes Received CM Supplies Employee Parol Banking Fired Asset Inventory Sorie Officianed Report WebLinks Windows Help Markets Interfactory Andrea Officiane (Bankes Bankes Andrea) (Bankes Bankes Andrea) (Bankes Bankes Andrea) Save and Have Save and Have Save Attachments Void Layouts Print Receiving Report Export Create Inventory Digatch Acta Attachate Stock to Bac Nofess Set Qy Rev of to Zave Options Save and Have Save and Have Save Attachments Void Layouts Print Receiving Report Export Create Inventory Digatch Acta Attachate Stock to Bac Nofess Set Qy Rev of to Zave Options Save and Have Save Attachments Void Layouts Print Receiving Report Export Create Inventory Digatch Acta Attachate Stock to Bac Nofes Set Qy Rev of to Zave Options Save and Have Save Attachments Void Layouts Print Receiving Report Export Create Inventory Digatch Acta Attachate Stock to Bac Nofes Set Qy Rev of to Zave Options Save and Have Save Attachments Void Layouts Print Receiving Report Export Create Inventory Digatch Acta Attachate Stock to Bac Nofes Options Save and Have Save Attachments Void Layouts Print Receiving Report Export Create Inventory Digatch Acta Attachate Stock to Bac Nofes Print Receive Void Create Inventory Options Save and Have Save Attachments Void Layouts Print Receive With Inventory Save Attachate Save Attacha

When searching for a part and your search doesn't return any items, click on Include Catalog to search and see if this part is available in the catalog.



By selecting "Yes" a Quick Add Inventory Item will populate. Make sure all the information is correct, select a Bin Location, and then click Ok to Add into inventory.

Quick Add	inventory Item													
Price Book:	KUB	Iter	n #: YF <mark>{700-0</mark>	03150		OEM	Vendor #:	620						
		Descript	ion: FILTER											
		Pricing Sou	rce: KUB - KL	JBOTA		Bi	n Locatior	15			Manufacturer	Product Data		
		Accounting Sou	rce: 100 - Lo	cation Default			Code	De	scription Prim	ary	Description	Da	ata Value	
		a li a	100 20					••			> Item Code			_
		Stocking Sou	rce: 100 - Lo	cation Default		N					Product Code			
		Stock Cl	ass: 6 - New	Parts		•					Group Code	FI	LTER	
		Tax Sta	tus: Taxable			•					Category Code	e F		
	# of Pricin	a Units Inc. in C	ost: 1.00								Order Type			~
		-												
Raw Mfg.	/alues				U/M Conver	ted Mfg. Va	lues		Store Value	s		Store Value	s	
Product Pri.	. W/O Core	P-Core	Total	S-Core	W/O Core	P-Core	Total		W/O Core	P-Core	Total	Margin	Mark Up	COS
Cost	\$13.03	\$0.00	\$13.03	\$0.00	\$13.03	\$0.0	0 \$.03	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
List	\$18.62	\$0.00	\$18.62	\$0.00	\$18.62	\$0.0	0\$.62	\$18.62	\$0.00	\$18.62	30.02%	42.90%	69.98%
Trade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	0	.00	\$23.28	\$0.00	\$23.28	44.03%	78.66%	55.97%
Special 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	0	.00	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
Special 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	0	.00	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
Special 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	0	.00	\$13.03	\$0.00	\$13.03	0.00%	0.00%	100.00%
						Quick	Add	Inv	entory I	tem po	pped up	verify a	all	
						infor	matio	n is	correct	t and c	lick on tl	he 3 little	e	
						dot	s to f	nd	the bin	locatio	n and cl	ick OK.		
Bocolaula		Cana	-		_									
Recalcula	UK UK	Canci	-											

File View Co	ompany Customer	Notes Receivable	CRM Suppliers	Employees	Payroll Bankin	g Fixed Assets	Inventory Servi	ice Wholegoods	Lease Rental
Telephony New	IR/Bill 🔛								
Save Save and	Close Save and N	lew Save and Print	Save Attachments	Void Layo	uts Print Recei	ving Report Exp	port Create Invent	ory Dispatch Auto	Allocate Stock to
General Sch	neduled Payments	Attachments (0) R	elated Orders					_	
PO #:			Doc. # 0	Y	ou can ad	d a head	er memo o	r Status	
Name:			Supplier ID: 0	de	tail memo	o for help	with findin	g olier Inv. Date	6/26/2020 💌
Address 1:			Supplier Ref.		and reco	nciling ite	ems later.	ansfer Status	
City:			Supplier Ref ID:		_	LIADINCY	ACCOUNT DAT-2-110	ACCOUNTS PAY	(ABLE) 💌
State:	Zip Code	e:					rrency:	Exch Rate:	1.000000
							Apply Ra	ate	
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Item Number (Ctrl	I-N):			GL Sho	rtcut ID	Am	int	Reference ID	
Select /	All								
									MainView
	Type Nu	imber Descri	iption Primary Bin	Order Type	Reference	Memo	Recv'e	ed Qty Needed Qty	Alloc. Qty
*									

G/L line items and Parts can be added to the IR/Bill by clicking on the Type drop down box. Choose the G/L in the drop-down menu for non-inventory items. This will open a pop-up of the Chart of Accounts to allow you to choose the appropriate account for the charge. Once the appropriate account has been located, double click to add that account to the IR/Bill. Enter in the cost as it appears on the packing slip or invoice.

Telephony	/ IR/Bill 🔛							
Save Save and	d Close Sav	ve and New	Save and Prin	t Save Attachment	ts Void	Layouts	Print Receivir	ng R
General Sc	heduled Paym	ents 📄 At	tachments (0)	Related Orders				
PO #:				Doc. # 0		Doc. Type	Item Receipt	t 💌
Name:	NAPA AUTO	PARTS	•	Supplier ID: 119		Pmt Terms	COD	~
Address 1:	Print on Cheo	ck		Supplier Ref.				
Address 2:				Supplier Ref ID: 1	10			
City:	San Antonio			Supplier Rel 1D; 1	19			
State:	ТХ	Zip Code:	78249					
Memo	(I-N):				6	3. Shortcut ID	•	
				lf non-	Ň		·	
Select	All			inventorv				
<i>d</i> .	Type	Number		item you ca select G/L	an _{Ier T}	ype R	eference	Mem
	G/L							

The screen below shows the Select G/L Account pop-up. Double click on the appropriate G/L to add to the I/R. Enter the cost that is on the packing slip or the invoice in the Unit Cost column.

File View C	ompany Custor	mer Notes Rec	eiva	able CRM	Supplier	s Emplo	yees l	Payroll	Banking	Fixed Assets	Inventory	Service W	nolegoods	Lease Rental	Reports	We	b Links – W	indows Help
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Name:	NAPA AUTO PART	S	₽	7 R 🛛 C		я <mark>в</mark> с				RBC			8 B C					
Address 1:	Print on Check			BOERNE		BOE-1-115	00-01			CHASE BANK	CHECKING		BANK				. Alla	cation Type:
Address 2:				BOERNE		BOE-1-120	00-01			UNDEPOSITE	D FUNDS		BANK					Extended Weight
City:	San Antonio			BOERNE		BOE-1-123	45-01			PETTY CASH			BANK					Extended Weight
State:	TX Zip (Code: 7824		BOERNE		00-01			CREDIT CAR	CLEARING		BANK					Oty Received	
				BOERNE		BOE-1-301	00-01			DIRTY CORE	INVENTORY		ITEM INVE	NTORY				Qui necence
Memo				BOERNE		BOE-1-360	00-01			WHOLE GOO	OS INVENTORY	- NEW	WHOLEGO	ODS INVENTORY	(
Item Number (Ct	71-00-			BOERNE		BOE-1-370	00-01			WHOLE GOO	OS INVENTORY	- USED	WHOLEGO	ODS INVENTORY	(
				BOERNE		BOE-1-430	00-01			DIRTY CORE	RECEIVABLE		OTHER CU	IRRENT ASSET				
Select	t All			BOERNE		BOE-2-130	00-01			CREDIT CARL	PAYABLE		CREDIT CA	ARD PAYABLE				
				BOERNE		BOE-2-310	00-01			CUSTOMER D	EPOSITS		OTHER CU	RRENT LIABILIT	Y			
	Туре	Number		BOERNE		BOE-2-370	00-01			OUTSIDE PAR	TS AND SERVI	CE CLEARING	OTHER CU	RRENT LIABILIT	Y	~	nit Cost	Total
<u>e</u>	G/L	8	-									1.0		o. 0	1	.0	\$0.0000	\$0.00
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File View	Company	Customer	Notes Rece	ivable C	CRM S	uppliers	Employe	ees Payro	ll Banking	, Fixed	Assets	Inventory	y Servic	e Wł	nolegoods L	ease Re	ental	Reports \	Web Links	Windows	Help
Telephony	New IR/Bill [8																			
Save Save	and Close	Save and Nev	v Save and	d Print S	Save Atta	chments	Void	Layouts	Print Receivi	ing Repo	rt Expo	rt Creat	te Invento	ry Disp	atch Auto A	llocate St	ock to	Back Orders	Set Qty R	ecv'd to Zer	o Opti
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Address 1:	Pril. on	Check			Supplier	ef.								Tra	nsfer Status		_	Allocation D	esc.	Allocation Typ	e:
Address 2:	Can Ant			Su	Jppli, Ye	f ID: 119)			L	iability Ad	ccount S	SAT-2-1100	0-01 (A	CCOUNTS PAYA	BLE)	~			Extended	Weight
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	61	SAT	6-10350-0											1.0	.0		.0	1.0	\$50.0	000	\$50.00
>	Item	FILT	ER-AGC	FILTER 1	23									1.0	.0		.0	1.0	\$57.0	000	\$57.00
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