

Knowledge Base



Introduction

Once you have created a purchase order (refer to [Create Purchase Orders](#) for more information), you can raise a supplier bill for the PO so it can actually be paid for. You have two options to do this:

- Any incoming supplier bills from Xero will be synchronised to Gojee and can be reconciled against a PO.
 - This can happen either before or after the goods are actually received (refer to [Receive Goods](#) for more information).
 - If the prices are different, you will either need to either receive the goods or modify the PO to match the prices received in the SB.
- You can raise a supplier bill directly from Gojee and send it to Xero.
 - This is based on the value of the goods received (not the PO itself).
 - Once you have received the goods, the supplier bill can be raised (as it is based on the value of the goods received).

Of these two options, we will be looking at how to raise supplier bills from Gojee first.

Raise Supplier Bills

You can use Gojee to raise a supplier bill to close out the purchase order. This will mark the purchase order as complete and the supplier bill will be sent into Xero.

Note: You can raise supplier bills in several parts for the one purchase order. So if you need to bill part of the purchase order then this workflow is supported in Gojee. Purchase orders will be assigned a status of partially billed if there is a partial supplier bill allocated to the order until the billing is completed.

To get started, navigate to the [Reports > Purchase Orders](#) page:



1. Filter the list onto the “All”.
2. Search for the purchase order from the list.
3. Click on the actions button and select “Raise Supplier Bill”

Tip: if you don’t know the purchase order number, you can also use the search bar to search for one of the item codes on the purchase order, or the supplier, or job number.

You will be presented with the supplier bill page:

The numbered items in the image above are described below:

1.
 1. Supplier: This defaults from the purchase order.
 2. Date: The date the supplier bill will be added onto the Xero file.
 3. Due Date: The date that the supplier bill is payable.
 - Note: The default due date is derived from the setting configured in Xero organisation settings. For more information on how to use and configure this setting in Xero please click [here](#).
 4. Reference: The reference that will show on the Supplier Bill in Xero.
 5. Add a new line: You can add a new line onto the supplier bill that wasn’t originally part of the purchase order.
 - **Note:** items added in this way will have no reservations to jobs, and will be charged to jobs. If you want the item to be allocated as a cost for a job, you will need to go back and edit the purchase order prior to receiving the goods, or create a new purchase order for a job for the additional item.

- When adding a new line item onto the bill, you will see a new line added as follows

Item Code	Name	Qty	Unit price ?	GL Account	Amount
-	Custom Bill Item	1	1.0000	▼	\$1.00 X

1.

1. Add a new description line: Use this function to add extra text onto the supplier bill, with no quantity or price associated with it.

- When adding a new description line item onto the bill, you will see a new line added as follows.

Item Code	Name	Qty	Unit price ?	GL Account	Amount
-	Description				X

1. Quantity: This is the quantity of the line item.
2. (x) Remove Line: Use this option to remove a line completely from the supplier bill. This may be useful when the supplier sends the goods in multiple shipments, with multiple bills for the one purchase order.
3. Create Supplier Bill: Hit this button once all the information is entered and the system will record the supplier bill.

Note: The item code, the name, the unit price and the GL account will be locked for editing. This information is pulled from the goods receipt and/or the purchase order.

Once complete, the purchase order will be updated to either “Billed” or “Partially Billed” and a supplier bill transaction will be pushed through to Xero.

Note: If you’d like to add an attachment to the supplier bill, navigate to the supplier bill list page (refer to the section below on viewing supplier bills), and click on the deep link into Xero. This will load up the specific supplier bill and allow you to add the attachment(s).

View Supplier Bills

Navigate to the [Supplier Bill list](#) page to see a list of all the supplier bills raised in Gojee and Xero. You have the option to view reconciled and unreconciled Supplier Bills, view them in Xero, as well as to view the PDF generated for them. Supplier bills will be synced from Xero via the overnight sync – but system administrators may trigger this sync on demand.

Supplier Bills

ReconciledUnreconciled

Search supplier bills

Refresh

View in Xero	Document Link	Supplier	Issuer	Currency	Total (Tax Exclusive)	Date Issued	Source
SB-0001	SB-0001	Local Hardware	Paul Clempson	AUD	4,608.00	13 Nov 2024	Gojee
SB-0001	SB-0001	Local Hardware	Paul Clempson	AUD	4,500.00	13 Nov 2024	Xero
PO-0016	PO-0016	ABPA	Paul Clempson	AUD	40.00	13 Nov 2024	Gojee
SB-0001	SB-0001	Local Hardware	Paul Clempson	AUD	4,608.00	13 Nov 2024	Xero
CS815	CS815	Capital Cab Co	Paul Clempson	AUD	220.00	13 Nov 2024	Xero
SB-0001	SB-0001	Building Supplies Limited	Paul Clempson	AUD	127.00	13 Nov 2024	Gojee
Stock Purchase Order	Stock Purchase Order	Local Hardware	Paul Clempson	AUD	45.75	12 Nov 2024	Xero

Records to display on page: 20

By clicking any of the lines for bills you have reconciled, you will be able to see the reconciled amounts of each item as well as which purchase order it was reconciled against.

Reconciled Supplier Bill

Currency

Supplier

Date

Due Date

Reference

AUD

Local Hardware

11/13/2024

11/20/2024

SB-0001

Supplier Bill Item

Option

Match with your purchase order items in Gojee

Description	Qty	Unit Amount	GL Account	Amount
(IS003)	3	1,500.00	Suspense	4,500.00

Purchas...

PO-0019-Stock Purchase Order

IS003-Reverse Cycle Split Sys...

Item Code	Name	Unit Qty	Unit Amount	GL Account	Amount
IS003	<div>Reverse Cycle Split System Air Conditioner</div>	3	1,500.00	Suspense	4,500.00

Total Bill: 4,500.00

(Tax Exclusive)

Total: 4,500.00

(Tax Exclusive)

At present, there are the options to Reconcile or to Mark as Non-Job Cost. (Marking as non-job cost just reconciles each line item against nothing).

Clicking Reconcile, or clicking the row the bill is on, will take you to the Reconcile Supplier Bill page.

Reports > Supplier Bills > Reconcile Supplier Bill Help Feedback

Reconcile Supplier Bill

Currency: AUD

Supplier: Local Hardware

Date: 11/13/2024

Due Date: 11/30/2024

Reference: Stock Purchase Order

Supplier Bill Item

Option: Match with your purchase order items in Gojee ^
Select purchase order...

Description	Unit Qty	Unit Amount	GL Account	Amount	
Item Code IS003 - Reverse Cycle Split System Air Conditioner (Each) - Carrier Allure 7.0kW - Supplier SKU: LHW-T3 (Reverse Cycle Split System Air Conditioner)	3	1500	Suspense	4,500.00	reconcile

Total Bill: 4,500.00
(Tax Exclusive)

Total: 0.00
(Tax Exclusive)

For each line item, you can either reconcile it as a purchase order item or as a non-job cost:

reconcile

Non job cost

Purchase order item

If there is only one open purchase order from this supplier, setting a line as a Purchase Order Item will automatically select that purchase order. Otherwise, clicking the chevron next to the “Match your purchase order items with Gojee” header will allow you to fill all current “Purchase Order Item” lines with the chosen PO.

Tip: The item’s name does not matter, but to reconcile the bill, the amount **MUST** match. For tracked (aggregate or per-instance) items, additionally the general ledger account must match.

Match with your purchase order items in Gojee ^

Option

PO-0014-Stock Purchase Order

Purchase ...

PO-0014-Stock Purchase Order

Select purchase order item...

IS003-Reverse Cycle Split System Air Conditioner

In this case, we have a match – the GL account and the amount match. In this case, there is already a Goods Receipt for this order. As this item is a match, clicking Save will reconcile this Supplier Bill.

Description	Unit		GL	
	Qty	Amount	Account	Amount
Item Code IS003 - Reverse Cycle Split System Air Conditioner (Each) - Carrier Allure 7.0kW - Supplier SKU: LHW-T3 (Reverse Cycle Split System Air Conditioner)	3	1500	Suspense	4,500.00

Purchase ...

PO-0014-Stock Purchase Order

IS003-Reverse Cycle Split Syste...

Item Code	Name	Qty	Unit Amount	GL Account	Amount
IS003	Reverse Cycle Split System Air Conditioner	3	1500	Suspense	4,500.00

Goods receipt info

Unit		Delivery Docket		Received Date
Qty	Amount	Amount	No.	
3	1500	4,500.00	27	15 Nov 2024, 14:34

In the case of multiple goods receipts, each will appear sequentially. In the case where the amount or GL account does not match, the fields will be highlighted in red.

Item Code	Name	Qty	Unit Amount	GL Account	Amount
IS003	Reverse Cycle Split System Air Conditioner	3	1500	Suspense	7,572.00

Goods receipt info

Unit		Delivery Docket		Received Date
Qty	Amount	Amount	No.	
3	1500	4,500.00	27	15 Nov 2024, 14:38
2	1536	3,072.00	2345	15 Nov 2024, 14:38

When the bill is fully reconciled, it will go into the Reconciled column in the Supplier Bill list. You can click the item to view the summary of its reconciliation at any time.

Next: [Back to Knowledge Base](#).