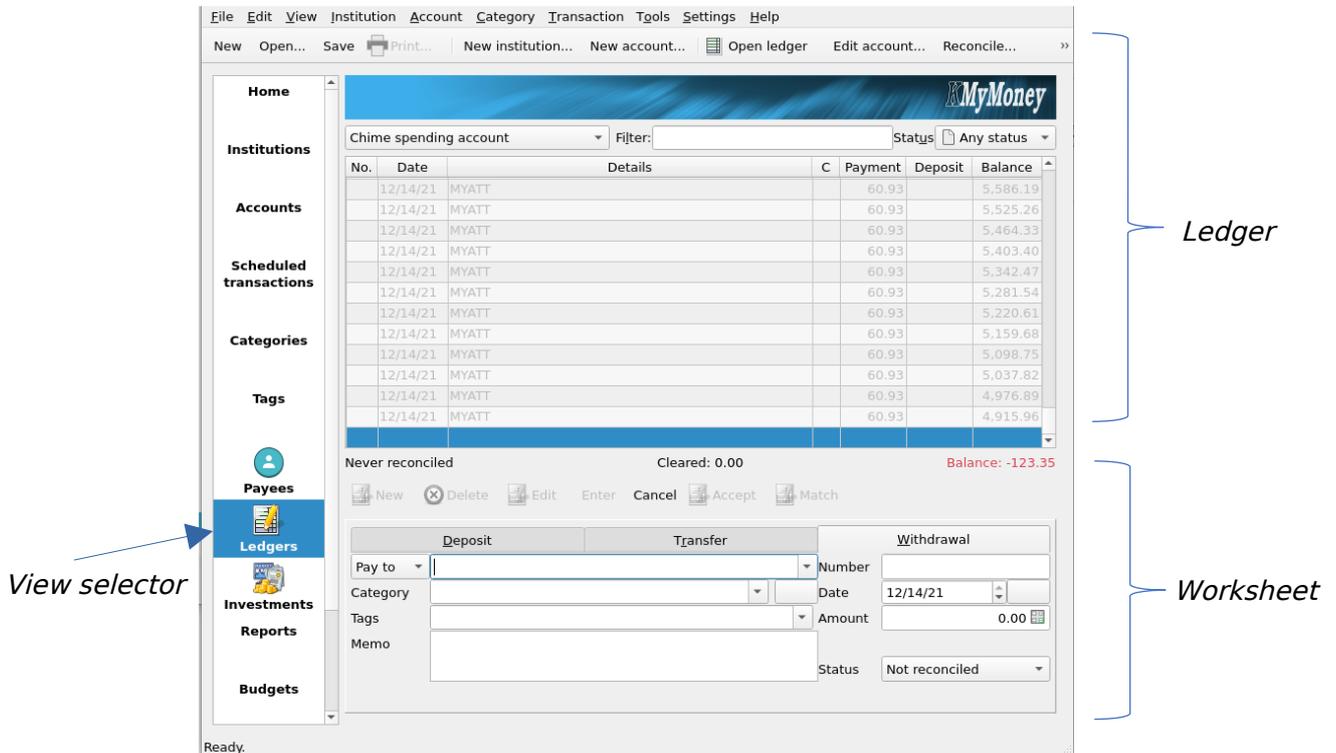


Registering Paid Bills

Register transactions in KMyMoney's Ledger. The Ledger is where you manage all transaction details, including the payee name.

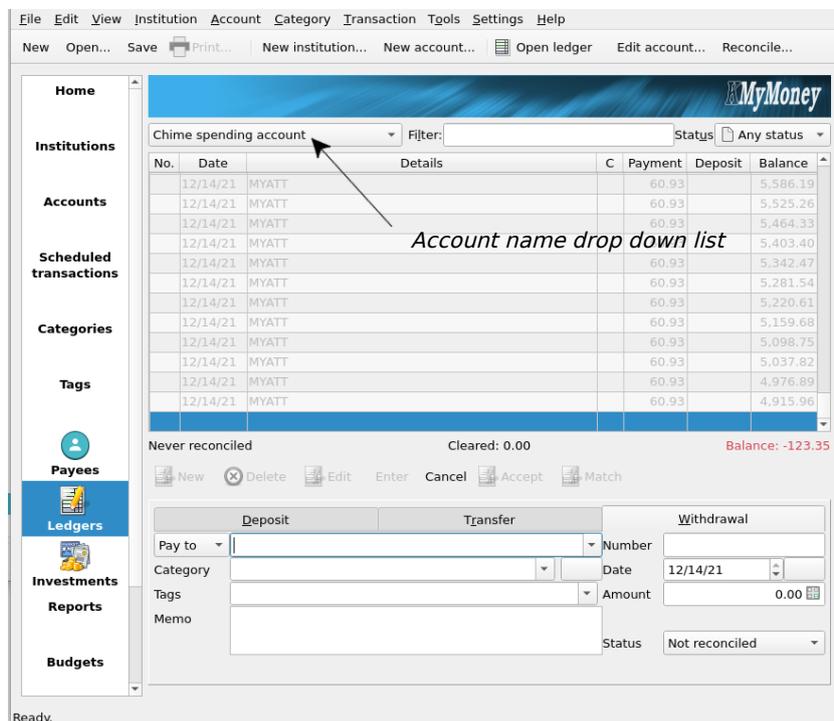
Opening the Ledger



To open the Ledger, click *Ledgers* in the view selector pane.

Choosing an Account

To enter a transaction, first choose an account.



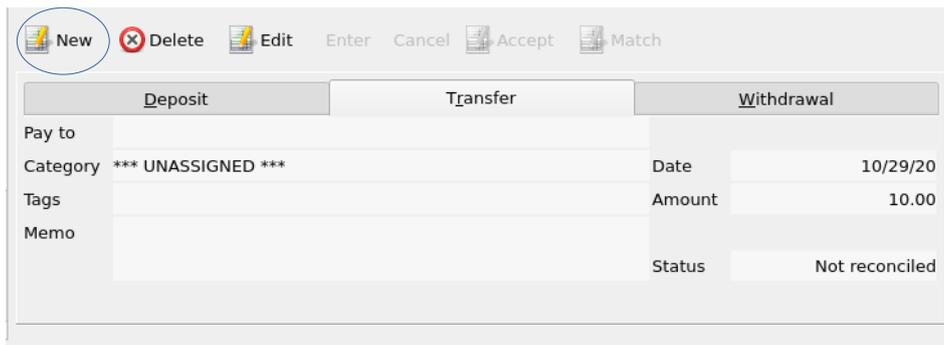
To choose an account:

1. Click the Account name drop down list.
2. Select the name of the account to display transactions for.

All transactions for this account are listed.

Adding a Transaction

Use the worksheet to add your paid bill to the Ledger.

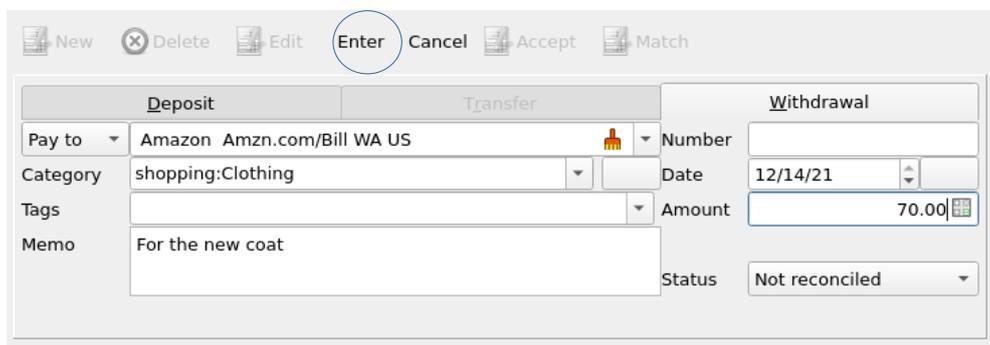


The screenshot shows a software interface for adding a transaction. At the top, there is a toolbar with buttons for 'New', 'Delete', 'Edit', 'Enter', 'Cancel', 'Accept', and 'Match'. Below the toolbar are three tabs: 'Deposit', 'Transfer', and 'Withdrawal'. The 'Withdrawal' tab is selected. The form contains the following fields:

Pay to		Date	10/29/20
Category	*** UNASSIGNED ***	Amount	10.00
Tags		Status	Not reconciled
Memo			

To register a payment:

1. Click *New* in the worksheet's toolbar.
2. Click the *Withdrawal* tab.
3. Make sure *Pay to* appears. If the word *From* appears, click it to change it to *Pay to*.
4. Enter the payee's name.
 - a. If this is a first time transaction for this payee, then type the payee's name in the blank *Pay to* field.
 - b. If you have previously registered a transaction for this payee, then click the arrow on the right side of the *Pay to* drop down list and select the payee's name.
For example, Amazon.
5. Choose a category. You can select a category from the list or type in a new name.
6. The *Tags* field is optional, skip it for now.
7. Type any comments about this transaction in the Memo field.



The screenshot shows the same transaction entry form as above, but now filled out. The 'Enter' button in the toolbar is circled in blue. The form contains the following data:

Pay to	Amazon Amzn.com/Bill WA US	Number	
Category	shopping:Clothing	Date	12/14/21
Tags		Amount	70.00
Memo	For the new coat		
		Status	Not reconciled

To enter transaction data:

1. Enter the check number in the Number field. If wasn't isn't paid by check, leave it blank.
2. Enter the payment date. You may type it directly in the date field or use the up and arrows or calendar icon.
3. Enter the transaction amount. You may type it directly in the date field or use the calculator icon.
4. Enter the transaction's status. Select Reconciled, Not reconciled, or Cleared from the status drop down list:
5. Click the *Enter* icon in the tool bar. The transaction is entered in the ledger and the worksheet section is grayed out.