## **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

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		12/14/21	MYATT				60.93		5,464.33		— Ledge
		12/14/21	MYATT				60.93		5,403.40		5
Scheduled			MYATT				60.93		5,342.47		
cransacciona		12/14/21	MYATT				60.93		5,281.54		
			MYATT				60.93		5,220.61		
Categories		12/14/21	MYATT				60.93		5,159.68		
		12/14/21					60.93				
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		12/14/21	MYATT				60.93		4,915.96		
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	Tag	s				▼ Am	ount		0.00 🔠		
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To open the Ledger, click *Ledgers* in the view selector pane.

## Choosing an Account

To enter a transaction, first choose an account.

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	12/14/2	1 MYATT					
Accounts	12/14/2	1 MYATT			60.93		5,525.2
	12/14/2				60.93		5,464.33
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	12/14/2						
Categories	12/14/2	1 MYATT			60.93		5,159.68
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nvestments	Category			Da	te 12/	14/21	
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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.

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	<u>D</u> eposit	T <u>r</u> ansfer	<u>W</u> ithdrawal		
Pay to					
Category	*** UNASSIGNED ***		Date	10/29/20	
Tags			Amount	10.00	
Memo					
			Status	Not reconciled	

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.

New	🗴 Delete 🛛 🛃 Edit	Enter Cancel Acce	pt 📝	Ма	itch		
	<u>D</u> eposit					<u>W</u> ithdrawal	
Pay to 🔻	Amazon Amzn.com	Bill WA US	<b>_</b>	-	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.