

Pay Bills

Category: Pay Bills | Created: March 21, 2026 | Updated: September 01, 2026

Pay Bills

Screen Location - Main Menu > Accounts Payable > Pay Bills

- 1. Double Click the menu item to open the Pay Bills - Supplier Summary window.

Pay Bills - Supplier Summary

All

All
aaa
Battle Ground Lake
Fillerup Fuel
Garcia Frank
Sam Subcontractor

	Vendor	Bills	Current	Over 30
	aaa	1	\$0.00	\$0.00
	Battle Ground Lake	1	\$0.00	\$0.00
	Fillerup Fuel	1	\$85.00	\$0.00
	Garcia Frank	2	\$0.00	\$0.00
	Sam Subcontractor	1	\$645.00	\$0.00

		\$0.00	\$0.00	\$85.00			
		\$0.00	\$697.50	\$697.50			
		\$0.00	\$0.00	\$645.00			

Current	Over 30	Over 60	Over 90
\$730.00	\$0.00	\$100.00	\$572.50

Done

- 1. Select the vendor you wish to pay from the Vendor List.

Pay Bills - Battle Ground Lake

Battle Ground Lake

Payment Type ☒ Check ☐ CC ☐ Other

Best Bet Bank 0189
 Pay to the Order Of Battle Ground Lake 1/11/2016 \$0.00
PAY BY CHECK

Supplier Number: 128
 Battle Ground Lake

Pay	Due Date	Inv Date	Invoice #	Total Amt	Disc	Total Paid	Cur Bal	Amt to Alloc	St
Bill	11/26/2015	10/27/2015	151026-01	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	Ove

0 Selected

Totals	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
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Current	Over 30	Over 60	Over 90
\$0.00	\$0.00	\$100.00	\$0.00

Print Select All Apply Payments Done

1. **Note:** There are 3 ways to pay a vendor: Check, Credit Card, or Other (ACH, EFT, etc...)
2. Select Check to pay by Check
3. Select your Bank if it is not the default. This will populate the:
4. Check number with the next check number
5. Check date with today's date
6. Fill in the Amt to Allocate with the amount you wish to pay on the selected invoice. Use the \$\$ button to allocate the full amount.

Pay Bills - Battle Ground Lake

Battle Ground Lake

Payment Type ☐ Check ☒ CC ☐ Other

Great Rate Visa
 Credit Card 1/11/2016 \$0.00
PAY BY CREDIT CARD

Supplier Number: 128
 Battle Ground Lake

Pay	Due Date	Inv Date	Invoice #	Total Amt	Disc	Total Paid	Cur Bal	Amt to Alloc	St
Bill	11/26/2015	10/27/2015	151026-01	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	Ove

0 Selected

Totals	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
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Current	Over 30	Over 60	Over 90
\$0.00	\$0.00	\$100.00	\$0.00

Print Select All Apply Payments Done

1. Select CC to pay by Credit Card.
2. Select your Credit Card if it is not the default. This will populate the:

3. Check date with today's date
4. Fill in the Amt to Allocate with the amount you wish to pay on the selected invoice. Use the \$\$ button to allocate the full amount.

Pay Bills - Battle Ground Lake

Battle Ground Lake

Payment Type: ☐ Check ☐ CC ☒ Other

Best Bet Bank **Bill Pay** 1/11/2016

Pay to the Order of: Battle Ground Lake \$0.00

PAY BY OTHER

Supplier Number: 128

Battle Ground Lake

Pay	Due Date	Inv Date	Invoice #	Total Amt	Disc	Total Paid	Cur Bal	Amt to Alloc	St
Bill	11/26/2015	10/27/2015	151026-01	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	Ove

0 Selected

Totals	
\$100.00	\$0.00

Current	Over 30	Over 60	Over 90
\$0.00	\$0.00	\$100.00	\$0.00

Print **Select All** **Apply Payments** **Done**

1. Select Other to pay by ACH, EFT, Other, etc...
2. Select your Bank Account if it is not the default. This will populate the:
3. Choose an Adjustment type from the list: Bill Pay, ACH, etc... Note: These are maintained in Setup -> Company Setup.
4. Adjustment date with today's date
5. Fill in the Amt to Allocate with the amount you wish to pay on the selected invoice. Use the \$\$ button to allocate the full amount.

Buttons

1. Print - Print various reports.
2. Select All / Select None - Toggle between selecting all invoices or none.
3. Apply Payments - Pay the selected invoices with the amount allocated.
4. Note: This will Create a New Entry in Banking. Either a Check or Adjustment depending on how the invoice was paid.
5. Done - Exit the screen.