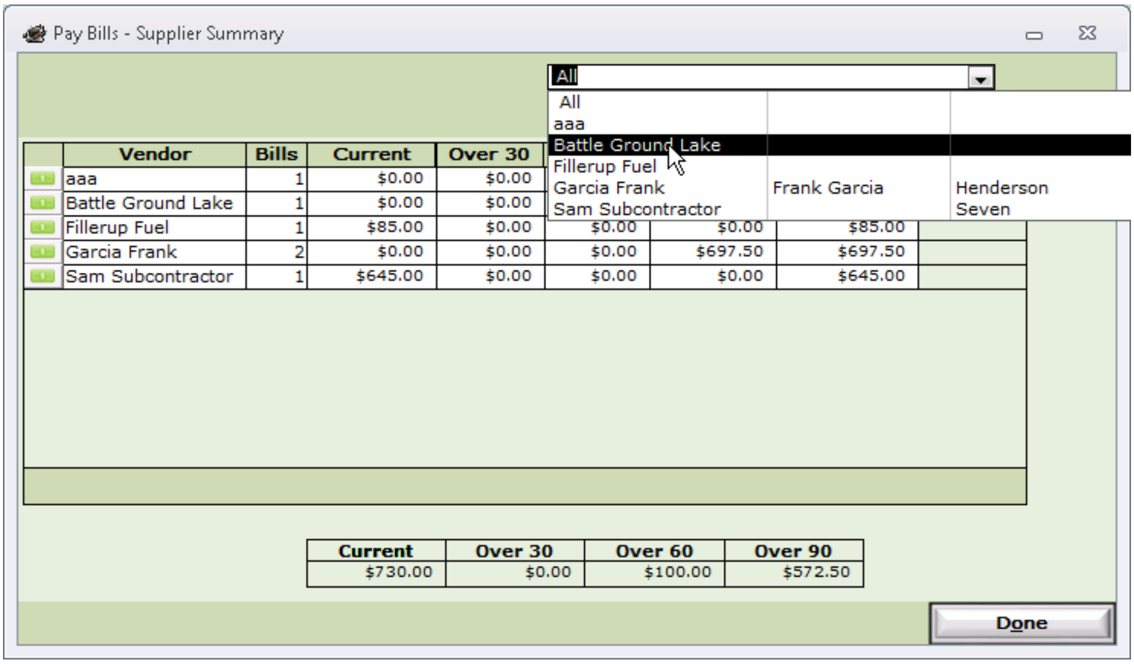
Pay Bills

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

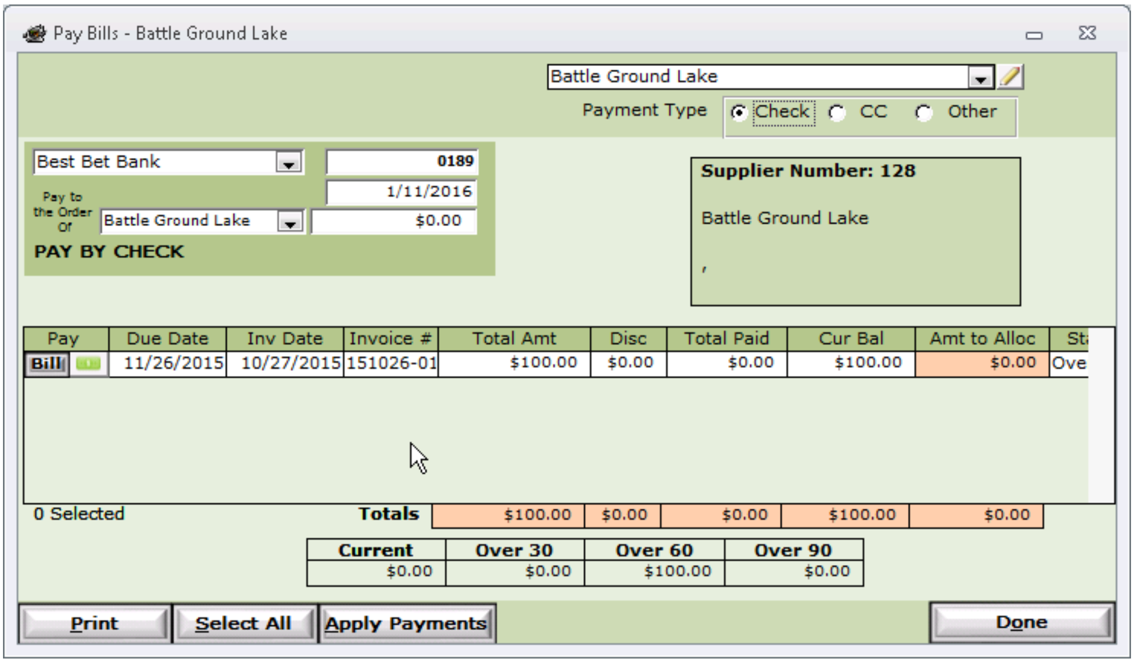
Pay Bills

Screen Location - Main Menu > Accounts Payable > Pay Bills

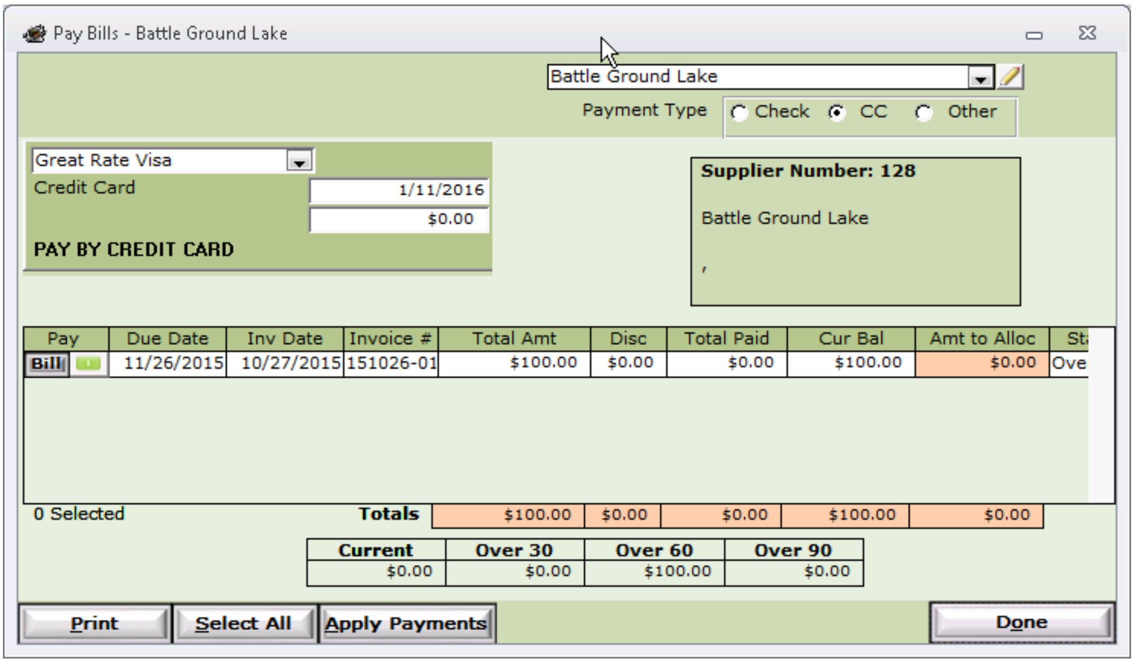
1. Double Click the menu item to open the Pay Bills - Supplier Summary window.



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

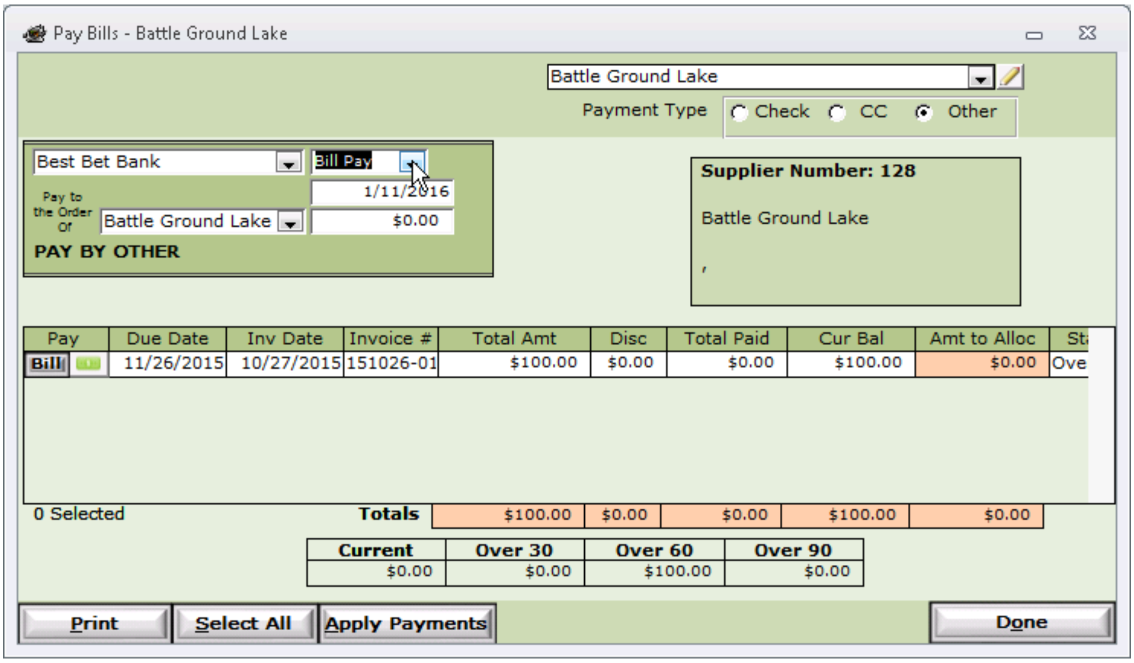


1. **Note:** There are 3 ways to pay a vendor: Check, Credit Card, or Other (ACH, EFT, etc...)
2. Select Check to pay by Check
3. Select your Bank if it is not the default. This will populate the:
4. Check number with the next check number
5. Check date with todays date
6. Fill in the Amt to Allocate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



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 todays 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.



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 todays 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.