

## Pay a Vendor's Outstanding Invoice

The Pay Bills window is used to record and process a payment for a vendor's existing invoice. After selecting a bill to be paid and saving the transaction, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Accounts Payable	\$		✓	✓
Cash		\$		✓
Discount/Credit		\$		✓

### Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	Home Page	Click the Pay Bills icon under Vendors.
<b>B</b>	List of open bills	Click to place a checkmark and select the bill or bills to be paid.
<b>C</b>	Date	Accept default date or click calendar icon to change.
<b>D</b>	Set Discount button	Click the Set Discount button to display the Discount and Credits window ( <i>not shown</i> ). Accept the Amount of Discount and the Discount Account or edit. <i>Note:</i> Discounts are not normally given for partial payments. Click Done.
<b>E</b>	Amt. To Pay	Accept default amount or change for a partial payment.
<b>F</b>	Assign check number button	Select the Assign check number radio button if it is not already selected.
<b>G</b>	Method	Accept the default payment method or change from the drop-down list. <i>Note:</i> For ACH payments, use Check as the default method. In order to set up ACH payments for a company, <i>QuickBooks</i> requires online linking with the company's bank, which you cannot do with a fictitious company.
<b>H</b>	Pay Bills window	Review the information to verify that it is correct.
<b>I</b>	Pay Selected Bills button	Click the Pay Selected Bills button.
<b>J</b>	Check No. box (Assign Check Numbers window)	Type check number or ACH payment number and click the OK button.
<b>K</b>	Payment Summary window	Review the information to verify that it is correct.
<b>L</b>	Done button (Payment Summary window)	Click the Done button to exit to the Home Page.

# Pay a Vendor's Outstanding Invoice

## QuickBooks windows



**H**

**B**

**E**

**D**

**C**

**G**

**F**

**I**

**Pay Bills**

SELECT BILLS TO BE PAID

Show bills  Due on or before 12/25/2021  Show all bills

Filter By

Sort By Vendor

<input checked="" type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input type="checkbox"/>	02/27/2021	American Linen ...	RCT5720	02/07/2021	8,796.25	0.00	0.00	0.00
<input type="checkbox"/>	03/04/2021	Omni Incorporat...	58992	02/12/2021	299.00	0.00	0.00	0.00
Totals					9,095.25	0.00	0.00	0.00

Select All Bills

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor Terms Number of Credits 0

Bill Ref. No. Sugg. Discount 0.00 Total Credits Available 0.00

PAYMENT

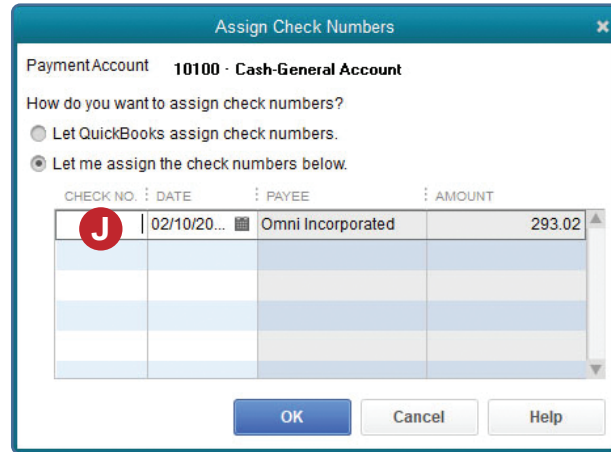
Date 12/1/2021 Method Check  To be printed  Assign check number Account Cash-General Account

Ending Balance 11,396.83

(windows continued on the following page)

## Pay a Vendor's Outstanding Invoice

QuickBooks windows (continued)



Assign Check Numbers

Payment Account **10100 - Cash-General Account**

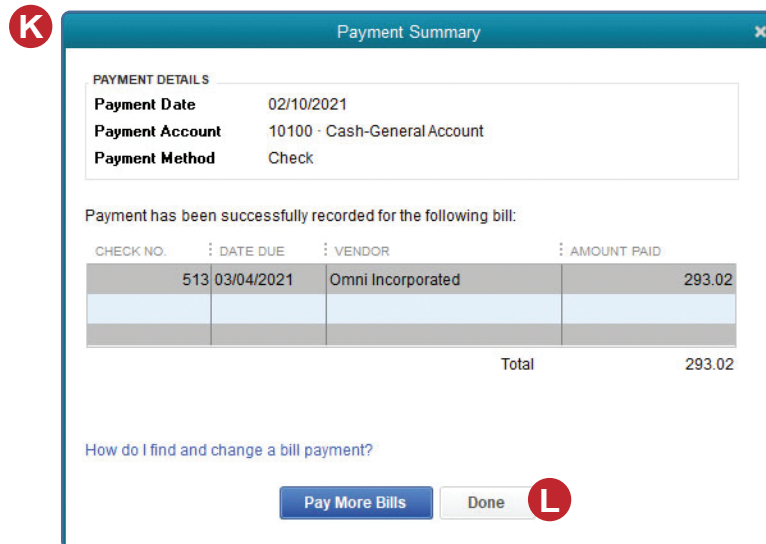
How do you want to assign check numbers?

Let QuickBooks assign check numbers.

Let me assign the check numbers below.

CHECK NO.	DATE	PAYEE	AMOUNT
<b>J</b>	02/10/20...	Omni Incorporated	293.02

OK Cancel Help



Payment Summary

**K**

PAYMENT DETAILS

**Payment Date** 02/10/2021

**Payment Account** 10100 - Cash-General Account

**Payment Method** Check

Payment has been successfully recorded for the following bill:

CHECK NO.	DATE DUE	VENDOR	AMOUNT PAID
513	03/04/2021	Omni Incorporated	293.02
		Total	293.02

How do I find and change a bill payment?

Pay More Bills Done **L**