

Pay a Vendor's Outstanding Invoice

The Pay Bills window is used to record and process a payment for a vendor's existing invoice. If the payment involves an early payment discount, the original invoice will need to be edited via the Bill window before the Pay Bills window is used to record the payment. 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	\$		✓	✓
Checking Account		\$		✓
Discount/Credit		\$		✓

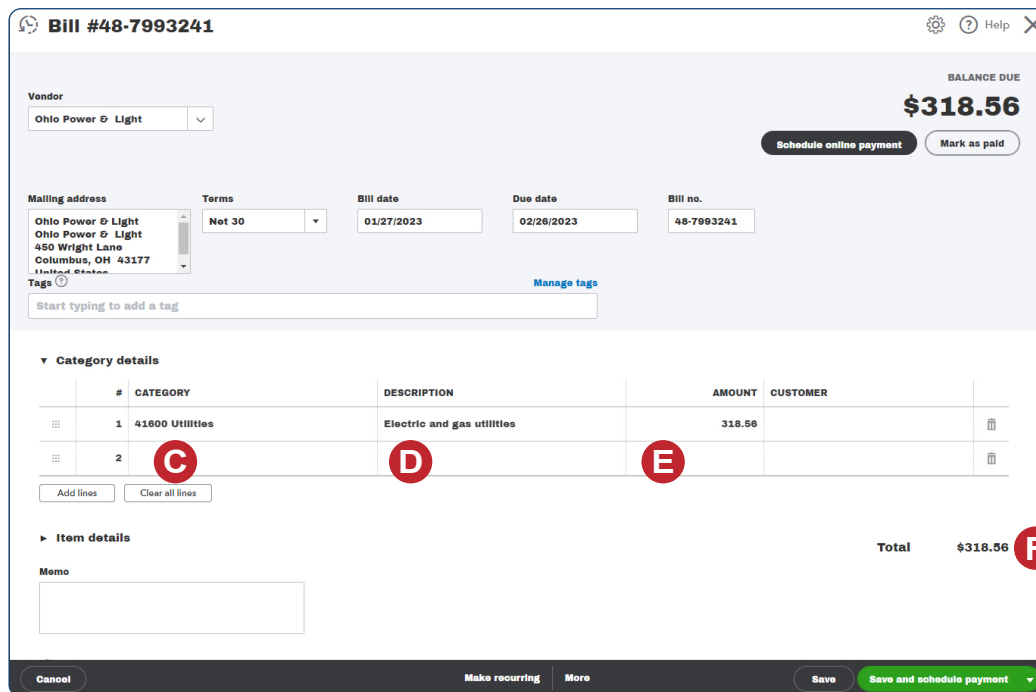
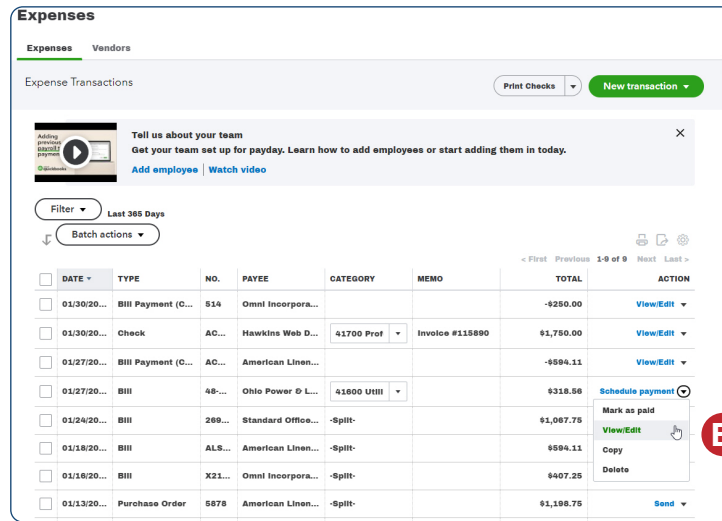
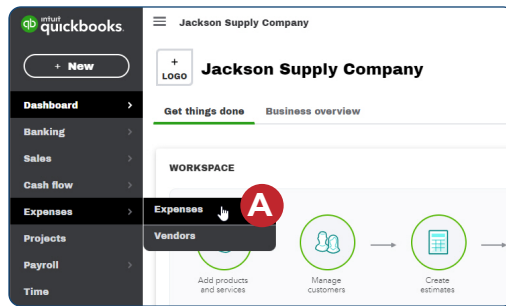
Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Navigation bar	If there is an early payment discount on the bill(s) being paid, click Expenses → Expenses to open the listing of vendor transactions. If there is no early payment discount, skip to step H.
B	List of vendor transactions	Locate the first vendor bill being paid with an early payment discount, click the Action column drop-down list button , and select View/Edit to open the bill.
C	Category	Select the general ledger account to be credited for the early payment discount amount.
D	Description	Type "Early Payment Discount" as the description.
E	Amount	Enter the early payment discount amount as a NEGATIVE number .
F	Total	Review the revised bill total for accuracy. The new total should be the original bill amount less the early payment discount.
G	Save options	Save the revised invoice and close the window.
H	QBO Home Page	Click the + New button → Pay Bills (in the Vendors category) to open the Pay Bills window .
I	Payment Account	Accept default general ledger account or change.
J	Payment date	Accept the default date or change.
K	Starting check no.	Accept the default or type the check/electronic payment number. If there is no document number for the electronic payment, type ACH.
L	List of open bills	Click to place a checkmark and select the bill or bills to be paid.
M	Payment box	Accept the default amount(s) in the Payment box or type the amount of the bill(s) being paid.
N	Pay Bills window	Review the information to determine that it is correct.
O	Save Options	Save the payment and close the window. If you receive a message about the transaction being linked to others, click Yes .



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QBO windows



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QBO windows (continued)

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CUSTOMERS	VENDORS	EMPLOYEES	OTHER
Invoice	Expense	Payroll	Bank deposit
Receive payment	Check	Single time activity	Transfer
Estimate	Bill	Weekly timesheet	Journal entry
Credit memo	Pay bills H	Approve time	Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		
Delayed charge	Print checks		

N Pay Bills ? Help X

Payment account **I** 10100 Cash:General Ac Balance \$15,154.04 Payment date **J** 01/27/2023 Starting check no. **K** 1 Print later **TOTAL PAYMENT AMOUNT \$0.00**

Filter > Last 365 Days 3 open bills ⚙️

L <input type="checkbox"/>	PAYEE	REF NO.	DUE DATE ^	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Omni Incorporat...	X21478	02/15/2023	\$157.25	Not available	M	\$0.00
<input type="checkbox"/>	Standard Office ...	26978	02/23/2023	\$1,067.75	Not available		\$0.00
<input type="checkbox"/>	Ohio Power & Li...	48-7993241	02/26/2023	\$318.56	Not available		\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00

0 bills selected Total payment (USD) 0.00 < First Previous 1-3 of 3 Next Last >

Cancel **Schedule payments online** ⌵ **O**

