

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		\$		✓

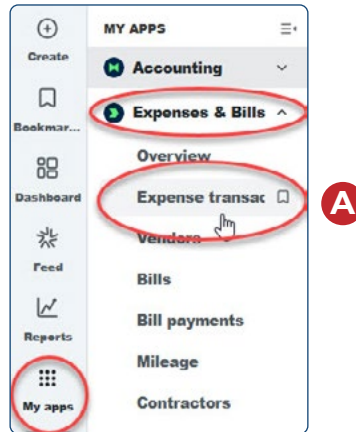
Quick Reference Table

Step	Box or Other Location	Procedure
A	My apps menu	If there is an early payment discount on the bill(s) being paid, click Expenses & Bills → Expense transactions to open the listing of vendor transactions. Note that you may need to use the Filter option and a custom date range to find the bill to be paid. 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 Navigation bar	+ Create → Pay Bills (in the Vendors category) to open the Pay Bills window .
I	Payment Account	Accept default general ledger account or change. Note that it is best to use the calendar icon to select the date. Some older date entries cause an error message if the date is typed rather than selected from the calendar icon.
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



Expenses

Expenses Bills Vendors Contractors Mileage

Give feedback Print Checks New Transaction

All transactions Filter Dates: Custom Clear filter / View all

	DATE	TYPE	NO.	PAYEE	CATEGORY	TOTAL	ACTION
<input type="checkbox"/>	01/30/2023	Check	ACH5493	Hawkins Web Design	41700 Professional Fees	\$1,750.00	View/Edit
<input type="checkbox"/>	01/27/2023	Bill	48-7993241	Ohio Power & Light	41600 Utilities	\$318.56	Schedule payment
<input type="checkbox"/>	01/18/2023	Bill	ALS2643	American Linen Supply	-Split-	\$606.25	Mark as paid
<input type="checkbox"/>	01/16/2023	Bill	26978	Watson's Repair Service	-Split-	\$533.87	View/Edit
<input type="checkbox"/>	01/16/2023	Bill	X21478	Omni Incorporated	-Split-	\$407.25	Copy
<input type="checkbox"/>	01/13/2023	Purchase Order	5878	American Linen Supply	-Split-	\$1,198.75	Delete
<input type="checkbox"/>	01/13/2023	Purchase Order	1001	Omni Incorporated	-Split-	\$407.25	View/Edit
Total						\$5,221.93	Print

First Previous 1 of 7 Next Last

Bill #48-7993241

Vendor: Ohio Power & Light

BALANCE DUE: **\$318.56**

Schedule online payment Mark as paid

Mailing address: Ohio Power & Light, 450 Wright Lane, Columbus, OH 43177

Terms: Net 30 Bill date: 01/27/2023 Due date: 02/26/2023 Bill no.: 48-7993241

Tags: Start typing to add a tag

Category details:

#	CATEGORY	DESCRIPTION	AMOUNT	CUSTOMER
1	41600 Utilities	Electric and gas utilities	318.56	
2				

Add lines Clear all lines

Item details:

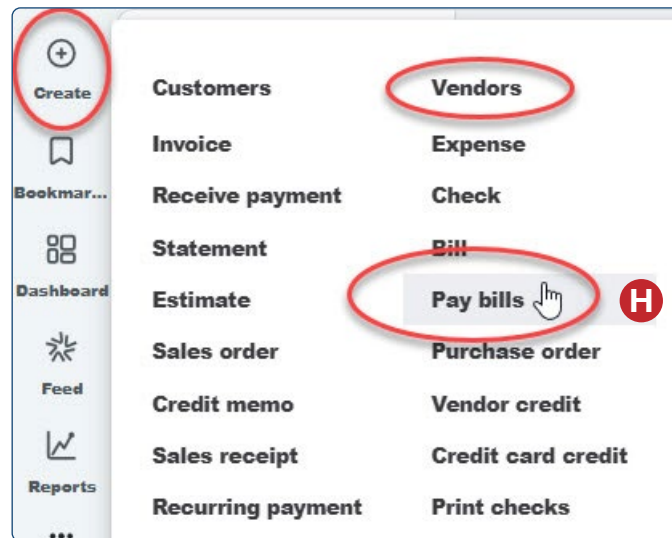
Memo:

Total: \$318.56

Cancel Make recurring More Save Save and schedule payment

Pay a Vendor's Outstanding Invoice

QBO windows (continued)



N **Pay Bills** ? ×

[Give feedback](#)

Payment account **I** **10100 Cash** ▼ Payment date **J** **01/27/2023** 📅 Starting check no. **K** **1** ☐ Print later

Balance: \$12,553.00

TOTAL PAYMENT AMOUNT
\$0.00

Filters ▼ Custom + [Clear filter/ View all](#) ⚙️

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	STATUS	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	Watson's Repair Service	26978	01/24/2023	Overdue 484 days ago	\$533.87	Not available	<input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/>	Omni Incorporated	X21478	02/15/2023	Overdue 462 days ago	\$407.25	Not available	<input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/>	Ohio Power & Light	48-7993241	02/26/2023	Overdue 451 days ago	\$318.56	Not available	<input type="text" value="0.00"/>	\$0.00
Total payment					\$0.00	\$0.00	\$0.00	\$0.00

First Previous **1 - 3 of 3** Next Last

L Watson's Repair Service
Omni Incorporated
Ohio Power & Light **M**

O Cancel Save and close ▼

