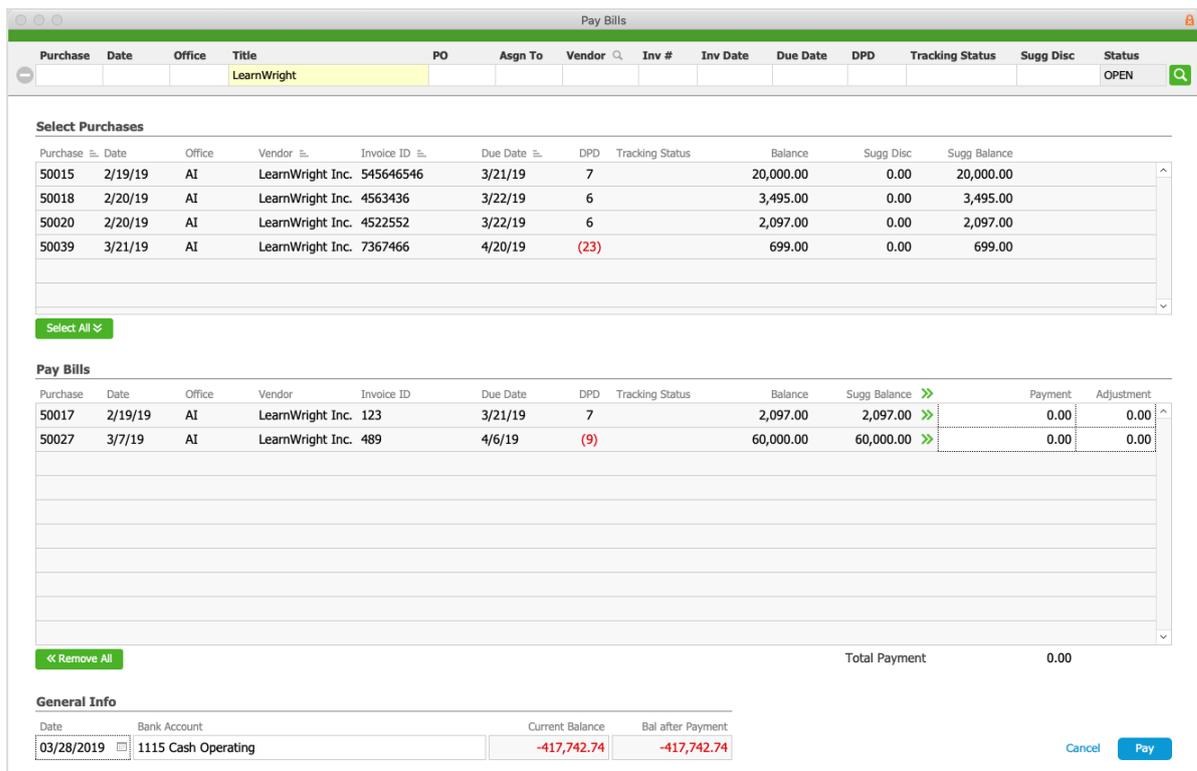# Using the Pay Bills Screen to Pay Multiple Vendors

Last Modified on 04/03/2019 11:58 am EDT

The Pay Bills screen helps you view and pay multiple bills in one easy-to-use interface:

1. Navigate to **Menu** > **Accts Payable** > **Disbursements**.
2. In the menu bar, click **Actions** > **Pay Bills**.
3. Use the [Quick Search](#) bar to locate the desired records.

4. In the Select Purchases list, click the desired records to move the bill(s) you want to pay down to the Pay Bills list.
   Note: You can also click Select All or Remove All.
5. In the Pay Bills list, enter the **Payment** amount for each bill.
   Note: You can also enter payment adjustments such as manual discounts.
6. In the General Info section, set the **Disbursement Date** and select the **Bank Account**.
7. Click **Pay**.
8. At the confirmation dialog box, click **Post**.
   Note: To save the payments without posting them, click Cancel. You can return later for final processing.

9. At the check preparation dialog, enter the number of the first check in the stack that you load into your printer.

Message

Would you like to print checks for the disbursements in this list? Your found set will be constrained to posted disbursements that have not yet been printed. If you are printing checks, please enter the starting check number.

Starting Check Number

6565

Cancel   Print

10. Continue with printing the checks .

After printing the checks, aACE automatically sets the Check Status to *Printed* and marks the check number for each disbursement item.