## 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 <u>Quick Search</u> bar to locate the desired records.

| Purchase  | Date  | Office                   | Title  |                          | PO             | Ason To                 | Vendor          | O Tov #        | Inv Dat | te Due Date                      | DPD   | Tracking Status  | Suga Diec               | Statue                     |          |
|---|---|--------------------------|--|--------------------------|----------------|-------------------------|-----------------|----------------|---------|----------------------------------|---|--|-------------------------|----------------------------|----------|
| Furchase  | Date  | onice                    | LearnWright                                    |                          | FU             | Asgir To                | Vendor          | ~ 114 4        |         |                                  | DFD   | Tracking Status  | Sugg Disc               | OPEN                       |          |
| Select Pu   | rchases   |                          |  |                          |                |                         |                 |                |         |                                  |   |  |                         |                            |          |
| Purchase =  | . Date  | Office                   | Vendor 🖦                                       | Invoice ID =.            | Du             | e Date ≞.               | DPD             | Tracking Statu | IS      | Balance                          | Sugg Disc   | : Sugg Bala  | ance                    |                            |          |
| 50015   | 2/19/19   | AI                       | LearnWright Inc.                               | 545646546                | 3/             | 21/19                   | 7               |                |         | 20,000.00                        | 0.00  | 20,000   | .00                     |                            | ^        |
| 50018   | 2/20/19   | AI                       | LearnWright Inc.                               | 4563436                  | 3/             | 22/19                   | 6               |                |         | 3,495.00                         | 0.00  | 3,495  | .00                     |                            |          |
| 50020   | 2/20/19   | AI                       | LearnWright Inc.                               | 4522552                  | 3/             | 22/19                   | 6               |                |         | 2,097.00                         | 0.00  | 2,097  | .00                     |                            |          |
| 50039   | 3/21/19   | AI                       | LearnWright Inc.                               | 7367466                  | 4/             | 20/19                   | (23)            |                |         | 699.00                           | 0.00  | 699  | .00                     |                            |          |
|   |   |                          |  |                          |                |                         |                 |                |         |                                  |   |  |                         |                            |          |
|   |   |                          |  |                          |                |                         |                 |                |         |                                  |   |  |                         |                            |          |
| Pay Bills<br>Purchase   | Date  | Office                   | Vendor   | Invoice ID               | Du             | e Date                  | DPD             | Tracking Statu | IS      | Balance                          | Sugg Balance  | » »  | Payment                 | Adjustment                 | t        |
| Pay Bills<br>Purchase<br>50017  | Date 2/19/19                                    | Office<br>AI             | Vendor<br>LearnWright Inc.                     | Invoice ID<br>123        | Du<br>3/       | e Date<br>21/19         | DPD<br>7        | Tracking Statu | IS      | Balance<br>2,097.00              | Sugg Balance<br>2,097.00                            | ><br>>>  | Payment<br>0.00         | Adjustment                 | t<br>) ^ |
| Pay Bills<br>Purchase<br>50017<br>50027   | Date<br>2/19/19<br>3/7/19                       | Office<br>AI<br>AI       | Vendor<br>LearnWright Inc.<br>LearnWright Inc. | Invoice ID<br>123<br>489 | Du<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Statu | is      | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00               | 2 >><br>0 >><br>0 >>   | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t<br>) ^ |
| Pay Bills<br>Purchase<br>50017<br>50027   | Date<br>2/19/19<br>3/7/19                       | Office<br>AI<br>AI       | Vendor<br>LearnWright Inc.<br>LearnWright Inc. | Invoice ID<br>123<br>489 | Du<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Statu | 15      | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00               | >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>   | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t<br>D   |
| Purchase<br>50017<br>50027  | Date<br>2/19/19<br>3/7/19                       | Office<br>AI<br>AI       | Vendor<br>LearnWright Inc.<br>LearnWright Inc. | Invoice ID<br>123<br>489 | Du<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Statu | 15      | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00               | a >><br>) >><br>) >>   | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t<br>)   |
| Purchase<br>50017<br>50027  | Date<br>2/19/19<br>3/7/19                       | Office<br>AI<br>AI       | Vendor<br>LearnWright Inc.<br>LearnWright Inc. | Invoice ID<br>123<br>489 | D)<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Statu | 15      | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00               | a >><br>0 >><br>0 >>   | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t<br>) / |
| Pay Bills Purchase 50017 50027  | Date<br>2/19/19<br>3/7/19<br>All                | Office<br>AI<br>AI       | Vendor<br>LearnWright Inc.<br>LearnWright Inc. | Invoice ID<br>123<br>489 | Du<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Statu | 15      | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00               | 2 >> | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t<br>)   |
| Pay Bills<br>Purchase<br>50017<br>50027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0027<br>\$0020 | Date<br>2/19/19<br>3/7/19<br>All                | Office<br>AI<br>AI       | Vendor<br>LearnWright Inc.<br>LearnWright Inc. | Involce ID 123 489       | Du<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Stat. | 15      | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00               | 2 >>><br>2 >>>><br>2 >>>><br>2 >>>><br>2 >>>><br>2 >>>><br>2 >>>>><br>2 >>>>><br>2 >>>>>>>>>>   | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t        |
| Pay Bills Purchase 50017 50027  | Date<br>2/19/19<br>3/7/19<br>All<br>nfo<br>Bank | Office<br>AI<br>AI<br>AI | Vendor<br>LearnWright Inc.                     | Involce ID 123 489       | Du<br>3/<br>4/ | e Date<br>21/19<br>6/19 | DPD<br>7<br>(9) | Tracking Statu | Payment | Balance<br>2,097.00<br>60,000.00 | Sugg Balance<br>2,097.00<br>60,000.00<br>Total Paym | 2 >>><br>2 >>><br>2 >>><br>2 >>><br>2 >>><br>2 >>><br>2 ->><br>2 ->>><br>2 ->>>><br>2 ->>><br>2 ->>>><br>2 ->>>><br>2 ->>>><br>2 ->>>><br>2 ->>>><br>2 ->>>><br>2 ->>>><br>2 ->>>><br>2 ->>>>><br>2 ->>>><br>2 ->>>>><br>2 ->>>>><br>2 ->>>>><br>2 ->>>>>>><br>2 ->>>>>>>>>><br>2 ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  | Payment<br>0.00<br>0.00 | Adjustmeni<br>0.00<br>0.00 | t        |

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.

- In the Pay Bills list, enter the Payment amount for each bill.
   Note: You can also enter payment adjustments such as manual discounts.
- In the General Info section, set the Disbursement Date and select the Bank Account.
- 7. Click Pay.
- 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 f<br>Your found set will be constrain<br>have not yet been printed. If yo<br>the starting check number. | or the disbursements in this list?<br>ed to posted disbursements that<br>u are printing checks, please enter |
| 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.