Using the Pay Bills Screen to Pay Multiple Vendors

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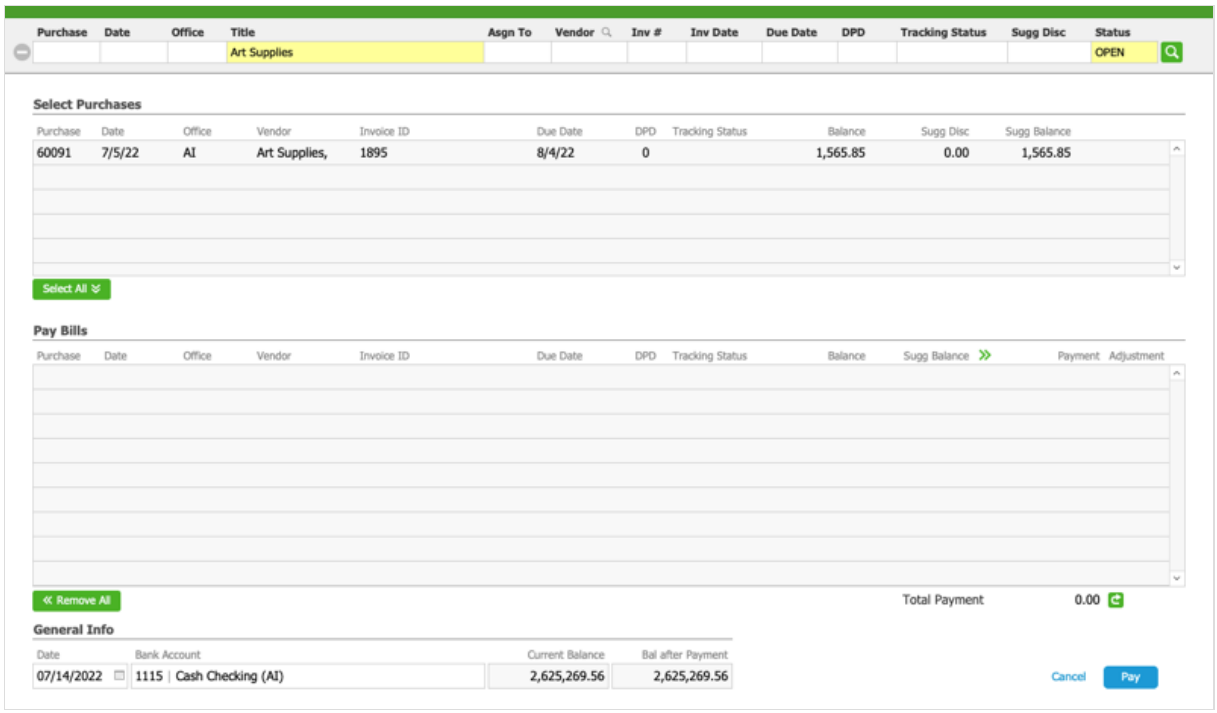
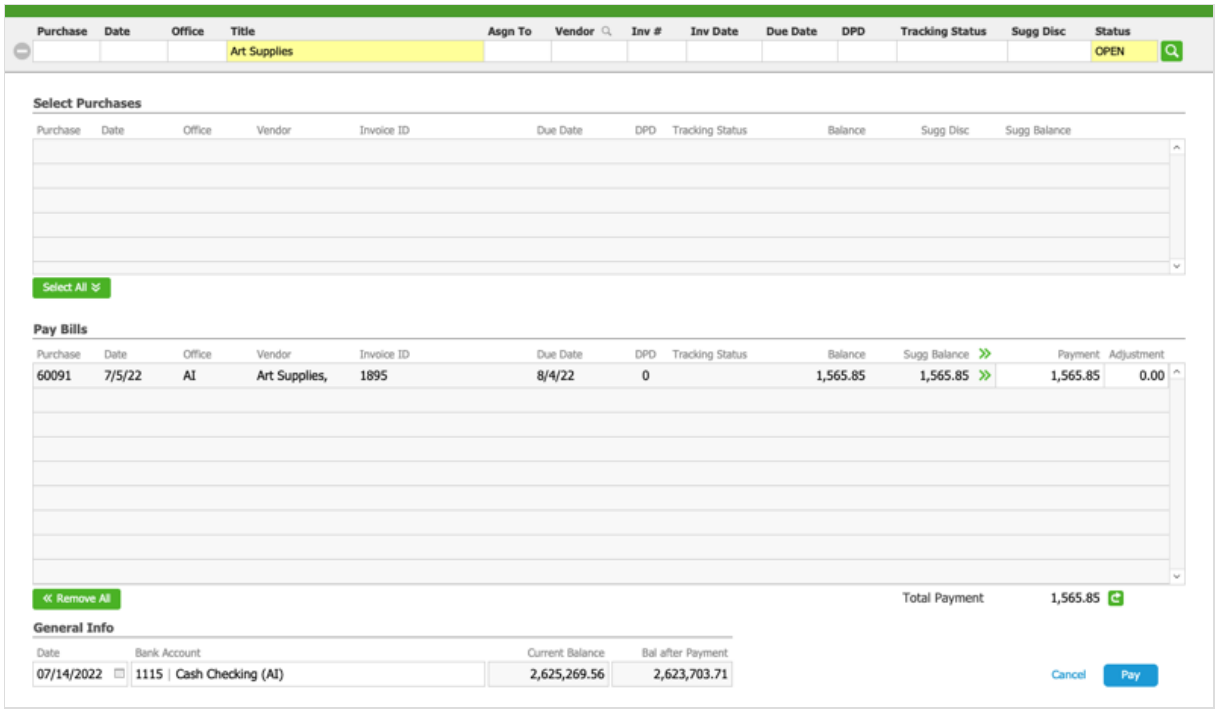
This guide explains how to pay bills to multiple vendors. It is intended for general users.

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

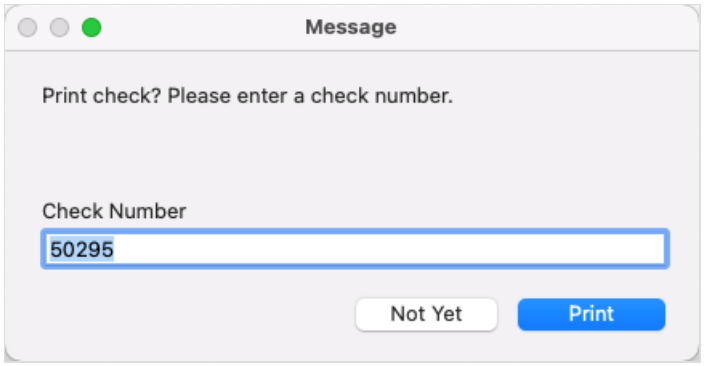
1. Navigate from **Main Menu** > **Accts Payable** > **Disbursements**.
2. In the menu bar, click **Actions** > **Pay Bills**.
3. Use the Quick Search (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) bar to locate the desired records.



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, or use the **Apply** icon (») for the full payment.
   Note: You can also enter adjustments (https://aace6.knowledgeowl.com/help/using-the-adjustment-field-in-disbursements) (e.g. discounts taken).
6. In the General Info section, review the **Disbursement Date** and 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.



10. Continue with printing the checks (https://aace6.knowledgeowl.com/help/printing-checks).

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