Using the Pay Bills Screen to Pay Multiple Vendors

Last Modified on 07/14/2022 3:45 pm EDT

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 <u>Quick Search (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> bar to locate the desired records.

Purchase	e Date	Office	Title		Asgn To V	endor 🤍 Inv i	f Inv Date	Due Date	DPD	Tracking Status	Sugg Disc	Status	_
			Art Supplies									OPEN	۹
Select P	urchases												
Purchase	Date	Office	Vendor	Invoice ID	Due	ate DPD	Tracking Status		Balance	Sugg Disc	Sugg Balance		
60091	7/5/22	AI	Art Supplies,	1895	8/4/	2 0		1,	565.85	0.00	1,565.85		^
	_												
Select A	∎¥ _												
D	_												
Pay Bill	s												
Pay Bill Purchase	s Date	Office	Vendor	Invoice ID	Due	ate DPD	Tracking Status		Balance	Sugg Balance 义	Paymi	ent Adjustm	ent
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Due	late DPD	Tracking Status		Balance	Sugg Balance 🚿	Payme	ent Adjustm	ent
Pay Bill Purchase	s Date	Office	Vendor	Invoice ID	Due	late DPD	Tracking Status		Balance	Sugg Balance 🏼 🏵	Paym	ent Adjustm	ent
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Due	ate DPD	Tracking Status		Balance	Sugg Balance 🏼 🏵	Paym	ent Adjustm	ient ,
Pay Bill Purchase	s Date	Office	Vendor	Invoice ID	Due	vate DPD	Tracking Status		Balance	Sugg Balance 🏈	Paym	ent Adjustm	ent
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Due	vate DPD	Tracking Status		Balance	Sugg Balance 义	Paym	ent Adjustm	ent
Pay Bill: Purchase	S Date	Office	Vendor	Invoice ID	Due	Nate DPD	Tracking Status		Balance	Sugg Balance 义	Payme	ent Adjustm	ent
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Due	Nate DPD	Tracking Status		Balance	Sugg Balance 义	Paym	ent Adjustm	ent
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Duel	ate DPD	Tracking Status		Balance	Sugg Balance »	Paym	ent Adjustm	ient
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Due	Nate DPD	Tracking Status		Balance	Sugg Balance 🎾	Paym	int Adjustm	
Pay Bill: Purchase	S Date	Office	Vendor	Involce ID	Due !	ate DPD	Tracking Status		Balance	Sugg Balance >>	Paym	ent Adjustm	ent ·
Pay Bill: Purchase	s Date	Office	Vendor	Invoice ID	Duel	Nate DPD	Tracking Status		Balance	Sugg Balance >>	Paym	ent Adjustm	eent
Pay Bill: Purchase « Remo	S Date	Office	Vendor	Involce ID	Due	Nate DPD	Tracking Status		Balance	Sugg Balance >>	Payma	ent Adjustm	
Pay Bill: Purchase www.www.www.www.www.www.www.www.www.w	s Date	Office	Vendor	Invoice ID	Due 1	Nate DPD	Tracking Status		Balance	Sugg Balance >>	Payme	ent Adjustm	ent

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 <u>adjustments (https://aace6.knowledgeowl.com/help/using-the-adjustment-field-in-disbursements)</u> (e.g. discounts taken).

6. In the General Info section, review the **Disbursement Date** and the **Bank Account**.

P	urchase	Date	Office	Title Art Supplies		Asgn To	Vendor Q	Inv #	Inv Date	Due Date	DPD	Tracking Status	Sugg Disc S	PEN C
Se	elect Pur	rchases												
P	urchase	Date	Office	Vendor	Invoice ID	D	ue Date	DPD Tr	acking Status	1	Balance	Sugg Disc	Sugg Balance	
	Select All &	× .												
Pa Pa	ay Bills	Date	Office	Vendor	Invoice ID	D	ue Date	DPD Tr	acking Status		Balance	Sugg Balance 🚿	Payment	Adjustment
Pi 6	ay Bills archase 0091	Date 7/5/22	Office AI	Vendor Art Supplies,	Invoice ID 1895	D 8,	ue Date (4/22	DPD Tr	acking Status	1,5	Balance 565.85	Sugg Balance >> 1,565.85 >>	Payment 1,565.85	Adjustment 0.00
P:	ay Bills urchase 0091	Date 7/5/22	Office AI	Vendor Art Supplies,	Invoice ID 1895	8,	ue Date (4/22	DPD Tr 0	racking Status	1,5	Balance 565.85	Sugg Balance >> 1,565.85 >>	Payment 1,565.85	Adjustment 0.00
P1 6	ay Bills archase 0091	Date 7/5/22	Office AI	Vendor Art Supplies,	Invoice ID 1895	D 8,	ae Date (4/22	DPD Tr	acking Status	1,5	Balance 565.85	Sugg Balance »	Payment 1,565.85	Adjustment 0.00
Pa 6	ay Bills archase 0091	Date 7/5/22	Office AI	Vendor Art Supplies,	Invoice ID 1895	8	ue Date (4/22	DPD Tr 0	acking Status	1,5	Balance 565.85	Sugg Balance >> 1,565.85 >>	Payment 1,565.85	Adjustment 0.00
Pa 6	xy Bills xchase 0091 X Remove eneral Is	Date 7/5/22 Al nfo	Office AI	Vendor Art Supplies,	Invoice ID 1895	8	ae Date (4/22	DPD Tr	acking Status	1,5	Balance 665.85	Sugg Balance Solution State Solution	Payment 1,565.85 1,565.85	Adjustment 0.00
G	xy Bills archase 0091 (K Remove eneral Is ate	Date 7/5/22 Al nfo	Office AI Account	Vendor Art Supplies,	Invoice ID 1895	D. 8,	ve Date	DPD Tr 0 Bal after	acking Status	1,5	Balance 665.85	Sugg Balance S 1,565.85 S Total Payment	Payment 1,565.85 1,565.85	Adjustment 0.00

- 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.

0	Me	ssage	
	Print check? Please enter a che	eck number.	
	Check Number		
	50295		
		Not Yet Prin	nt

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.