

Last Modified on 09/26/2025 4:56 pm EDT

1. Navigate to the main application menu and select Accounts Payable/Pay Bills. The Pay Bills form opens.
2. If applying vendor credits to the bills, a single vendor must be selected.

3. By default, all bills that are due as of today's date are displayed; however, you can change this to a past or future date to display a filtered list of bills to mark for payment.
4. Select the Payment Date; this is the date the Bank Account will be credited.
5. Select the Bank Account to use to pay the bills selected.
6. Click on the Vendor Credits tab. Select the checkbox to the left of each vendor credit to be applied to the Bills.

**Pay Bills**

**- Selection Information -**

Branch:

Vendor:

As of Due Date:

☒ Show Vendor Code

**To apply Open Credits, select the Vendor whose credit you would like to use.**

**- Payment Information -**

Branch:

Payment Date:

☒ Bank Account

☐ Credit Card

Cash - Operating MI

**Balance: \$69,563,682.15**

Vendor Bills | **Vendor Credits** | All Vendor Credits

Credits						
Apply	Date	Vendor	Reference	Credit Amt	Balance	Used
<input checked="" type="checkbox"/>	3/2/2018	Tri-Ed	Refund	-500.00	-54.06	-54.06
<input checked="" type="checkbox"/>	8/25/2021	Tri-Ed	3759 DISC	-1.00	-1.00	-1.00

**Total Payments** **-55.06**

Save Close

- Click on the Vendor Bills tab. Select the checkbox to the left of each bill to be paid.
- Once all bills and credits have been selected, click the Save button located at the lower right of the Pay Bills form. A check is placed in the Print Checks Queue. For check printing instructions refer to the [Print Checks](#) topic.

**S Pay Bills**

### - Selection Information -

Branch: [MI]

Vendor: [Tri-Ed]

As Of Due Date: [12/19/2022]

☒ Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

### - Payment Information -

Branch: [MI]

Payment Date: [12/19/2022]

☒ Bank Account  
[100200]

☐ Credit Card

Cash - Operating MI

**Balance: \$69,563,682.15**

Vendor Bills | Vendor Credits | All Vendor Credits
☐ Exclude Comdata Vendors

Bills									Comdata	
Pay	Invoice	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid	endin
<input checked="" type="checkbox"/>	11/11/2020	12/11/2020	11/21/2020	Tri-Ed	RMA12345E	12.00	0.00	12.00	12.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1/16/2022	2/15/2022	1/26/2022	Tri-Ed	37747	916.84	18.34	916.84	916.84	<input type="checkbox"/>

Total Payments

873.78

Select All
Save
Close