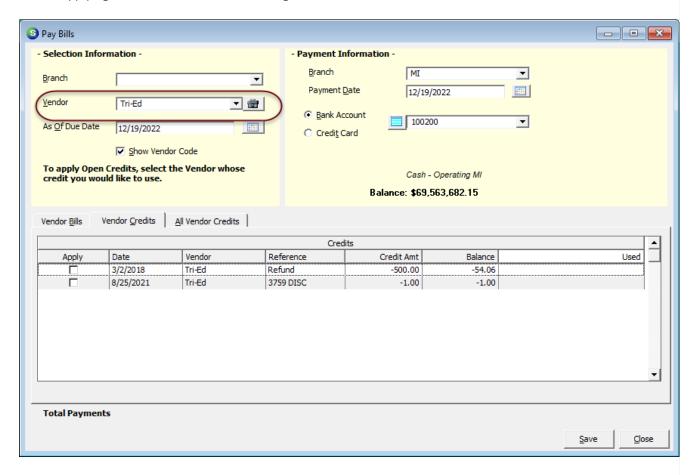
## Pay Bills and Apply Vendor Credits

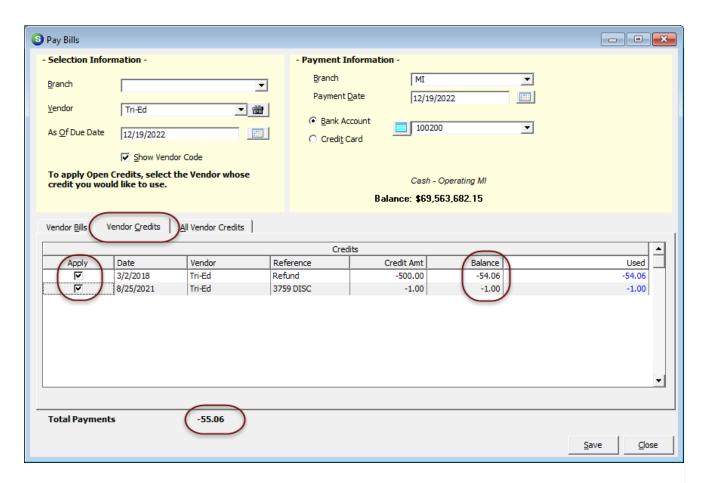
Last Modified on 09/26/2025 4:56 pm EDT

Follow the instructions below to mark bills for payment using the funds from a bank account and apply vendor credits. For detailed information on each field contained on the Pay Bills form and using it, refer to Pay Bills Form Definitions.

- 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.



- 7. Click on the Vendor Bills tab. Select the checkbox to the left of each bill to be paid.
- 8. 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.

