

# Pay Bills and Apply Vendor Credits

Last Modified on 01/10/2023 1:40 pm EST

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 the use thereof, refer to [Pay Bills Form Definitions](#).

1. Navigate to the Main Application Menu and select Accounts Payable/Pay Bills. The Pay Bills form will be displayed.
2. If applying Vendor Credits to the bills, a single Vendor must be selected.
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3. By default, all bills that are due as of today's date will be displayed, however the you may 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 will be the date the Bank Account will be credited.
5. Select the Bank Account that will be used to pay the Bills selected.
6. Click on the Vendor Credits tab. Check the box to the left of each Vendor Credit that will be applied to the Bills
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7. Click on the Vendor Bills tab. Check the box to the left of each Bill that will be paid.
8. Once all Bills and Credits have been selected, press the Save button located at the lower right of the Pay Bills form. A check will be placed in the Print Checks Queue. For check printing instructions refer to the [Print Checks](#) topic.
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