

Pay Bills with a Credit Card

Last Modified on 09/26/2025 4:14 pm EDT

Follow the instructions below to mark bills for payment using a credit card. When using this method, the software credits off all bills marked for payment, and then a new bill is automatically created on the credit card vendor's account.

For detailed information on each field contained on the Pay Bills form and the use thereof, refer to [Pay Bills Form Definitions](#).

When paying bills with a credit card, a single vendor must be selected.

1. Navigate to the Main Application Menu and select Accounts Payable/Pay Bills. The Pay Bills form opens.
 2. Select the desired vendor from the drop-down list.
 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 bills will be marked paid on the vendor account and the date a new bill is created on the credit card vendor account for the payment.
 5. Select the Credit Card option then select the credit card to be used from the drop-down list.
 6. If credits will be used, navigate to the Vendor Credits tab and select the credits to be applied prior to selecting which bills to pay.
 7. On the Vendor Bills tab select the Pay checkbox to the left of each bill to 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.
- Once the bills marked for payment have been saved, a credit transaction is created on the vendor record for whom bills were paid and a bill is created and posted to the credit card vendor. No check is written.

The screenshot shows the 'Pay Bills' form with two main sections: 'Selection Information' and 'Payment Information'. In the 'Selection Information' section, the 'Vendor' dropdown is set to 'ADI' and the 'As of Due Date' is '9/26/2012'. In the 'Payment Information' section, the 'Branch' is 'MI', the 'Payment Date' is '9/26/2012', and the 'Credit Card' option is selected with a dropdown showing '210210'. Below these sections is a table of bills with columns: Pay, Due Date, Disc Date, Vendor, Reference, Bill Amt, Discount, Balance, and Paid. The table lists several bills from vendor ADI, with the 8/8/2012 bill highlighted. At the bottom, the 'Total Payments' are 9648.99, and there are buttons for 'Select All', 'Save', and 'Close'.

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input type="checkbox"/>	5/31/2012	*****	ADI	165869	1998.00	0.00	1998.00	
<input checked="" type="checkbox"/>	6/30/2012	5/21/2012	ADI	5165165	8477.77	169.56	8477.77	8477.77
<input type="checkbox"/>	7/16/2012	6/6/2012	ADI	16519658	4643.00	92.86	4643.00	
<input checked="" type="checkbox"/>	7/31/2012	6/21/2012	ADI	19659455	137.74	2.75	137.74	137.74
<input type="checkbox"/>	8/1/2012	6/22/2012	ADI	12695469	100.87	2.02	100.87	
<input checked="" type="checkbox"/>	8/8/2012	6/29/2012	ADI	79841651	729.87	14.60	729.87	729.87
<input type="checkbox"/>	8/8/2012	6/29/2012	ADI	1651652	165.87	3.32	165.87	165.87
<input type="checkbox"/>	8/8/2012	6/29/2012	ADI	465651	350.00	7.00	350.00	

Total Payments 9648.99

Select All Save Close

