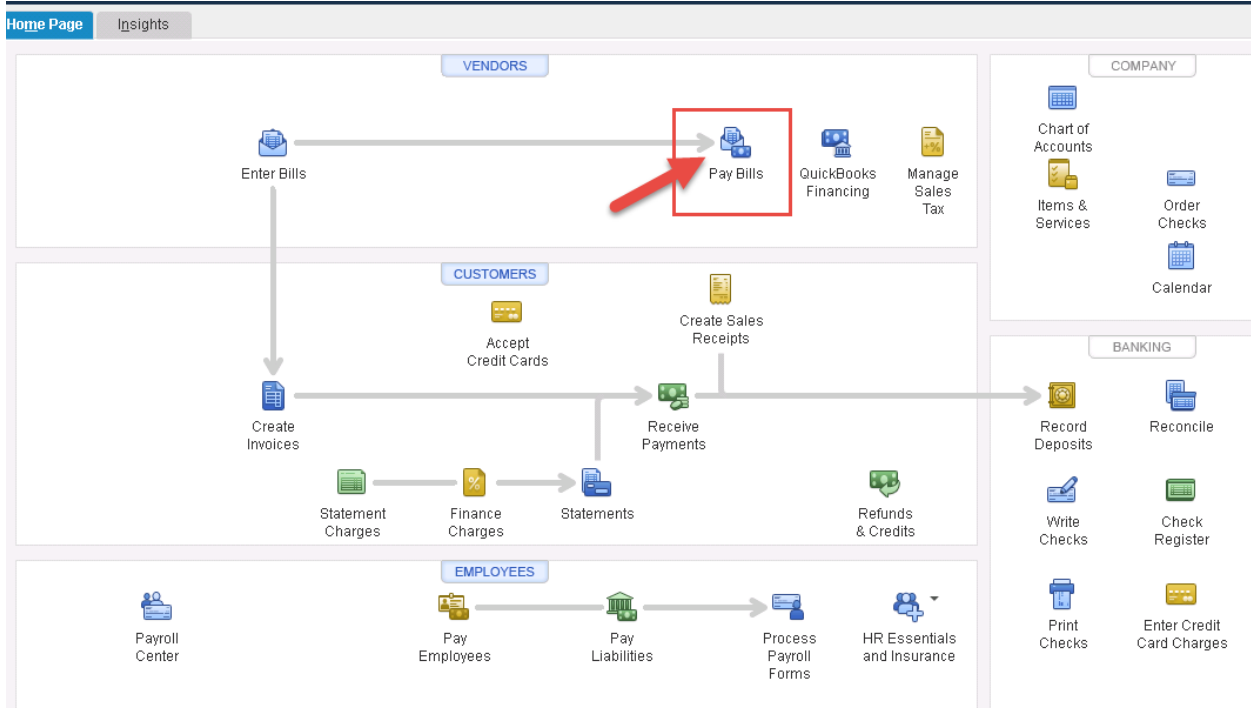


Paying a Bill

From the Home Screen, click "Pay Bills"



Check the boxes of the bills you want to pay

Make sure the date is correct

Make sure the correct checking account is being used to pay the bills

Then pay selected bills

SELECT BILLS TO BE PAID

Show bills Due on or before 12/25/2019 Show all bills

Filter By Sort By Due Date

<input type="checkbox"/>	DATE DUE	VENDOR	REF. NO.	DISC. DATE	AMT. DUE	DISC. USED	CREDITS USED	AMT. TO PAY
<input checked="" type="checkbox"/>	06/07/2015	File & Serve Express	123456		24.95	0.00	0.00	0.00
<input type="checkbox"/>	09/01/2020	Conner Garden Suppli...			127.20	0.00	0.00	0.00
<input type="checkbox"/>	12/25/2020	Townley Insurance Ag...			427.62	0.00	0.00	0.00
<input type="checkbox"/>	12/26/2020	Great Statewide Bank	16		699.12	0.00	0.00	0.00
<input type="checkbox"/>	12/27/2020	Nolan Hardware and ...			610.00	0.00	0.00	0.00
<input type="checkbox"/>	12/29/2020	Cal Gas & Electric	12/03		137.50	0.00	0.00	0.00
<input type="checkbox"/>	01/12/2021	Robert Carr Masonry			196.25	0.00	0.00	0.00
Totals					2,267.64	0.00	0.00	0.00

Select All Bills

DISCOUNT & CREDIT INFORMATION FOR HIGHLIGHTED BILL

Vendor Terms Number of Credits 0
 Bill Ref. No. Sugg. Discount 0.00 Total Credits Available 0.00
 Go to Bill Set Discount Set Credits

PAYMENT

Date 12/15/2019 Method Check To be printed Assign check number Account Checking Ending Balance 99,250.00

Pay Selected Bills Cancel

Then, select print checks

Payment Summary ✕

PAYMENT DETAILS

Payment Date	12/15/2019
Payment Account	Checking
Payment Method	Check

Payments have been successfully recorded for the following 4 of 4 bills:

DATE DUE	VENDOR	AMOUNT PAID
09/01/2020	Conner Garden Supplies	127.20
06/07/2015	File & Serve Express	24.95
Total		1,278.89

[How do I find and change a bill payment?](#)

You can print checks now or print them later from Print Forms on the File menu.


Pay More BillsPrint ChecksDone

Make sure the correct bank account is selected

Enter the starting check number

Click "OK"

Select Checks to Print ✕

Bank Account Checking First Check Number 30 Order Checks

Select Checks to print, then click OK.
There are 4 Checks to print for \$1,278.89.

✓	DATE	PAYEE	AMOUNT
✓	12/15/2019	Conner Garden Supplies	127.20
✓	12/15/2019	File & Serve Express	24.95
✓	12/15/2019	Great Statewide Bank	699.12
✓	12/15/2019	Townley Insurance Agency	427.62

OKCancelHelpSelect AllSelect None

Select correct printer

Voucher style checks

Select "Print"

Print Checks ✕

You have 4 checks to print for \$1,278.89

Settings Fonts Partial Page

Printer name:

Printer type:

Note: To install additional printers or to change port assignments, use the Windows Control Panel.

CHECK STYLE

Voucher Standard Wallet

Number of copies:

Collate

Print company name and address.

Use logo

Print Signature Image