

Workflow

To Pay the Bill from Accounts Payable:

- 1) From the HOME page choose 'Pay Bills'
- 2) The default setting lists all bills due on or before the current date, adjust the Show Bills date or click on 'show all bills' option
- 3) Click on the bills you wish to pay, a running total of the amount to be disbursed is displayed at the bottom of the Amt. to Pay column
- 4) If you do not wish to pay the entire amount of the bill, change the amount in the Amt. to Pay column
- 5) At the bottom of the screen adjust the following as necessary: Payment Date, Payment Account (where the funds should come from), Payment Method (check, credit card or online bank pmt)
- 6) Click Pay Selected Bills

If the Payment Method chosen was check:

- 1) From the HOME page choose 'Print Checks'
- 2) A pop up window Select Checks to Print will appear containing a list of all the checks ready to be printed, each check will have a checkmark on the right indicating it has been selected
- 3) To de-select a particular check, click on it
- 4) Click OK , a pop up window Print Checks will appear, choose the desired style and click Print
- 5) A pop up window Did check(s) print OK? will appear, click OK