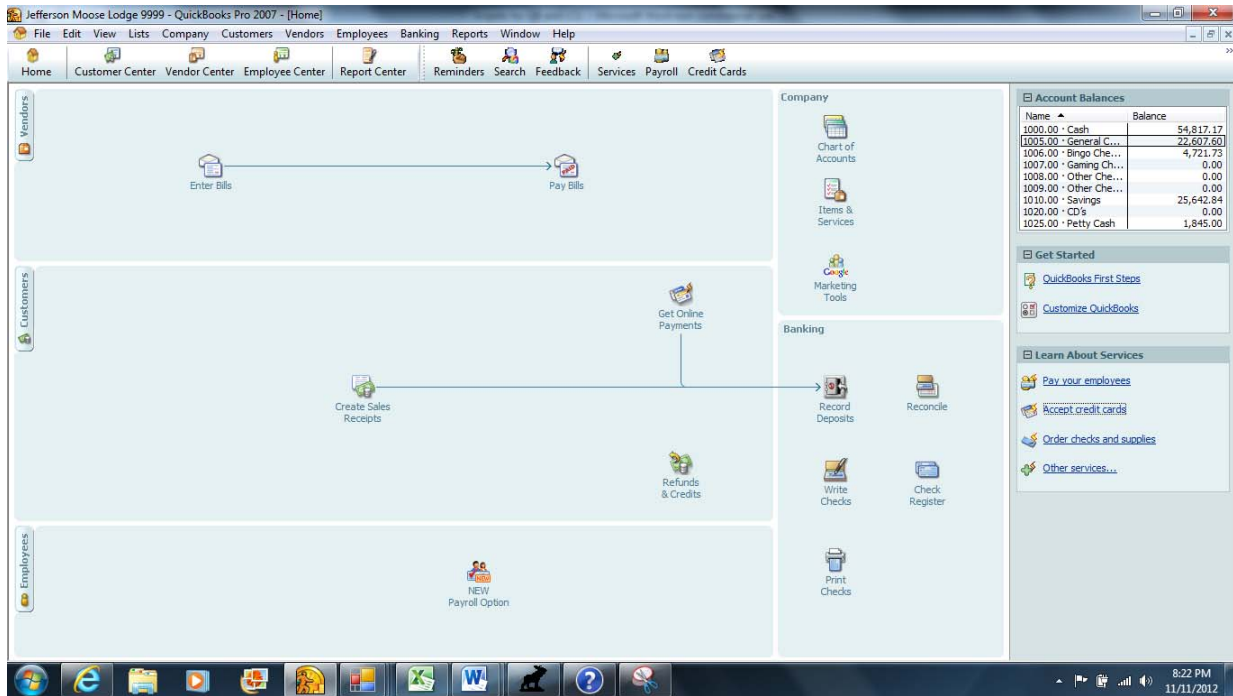


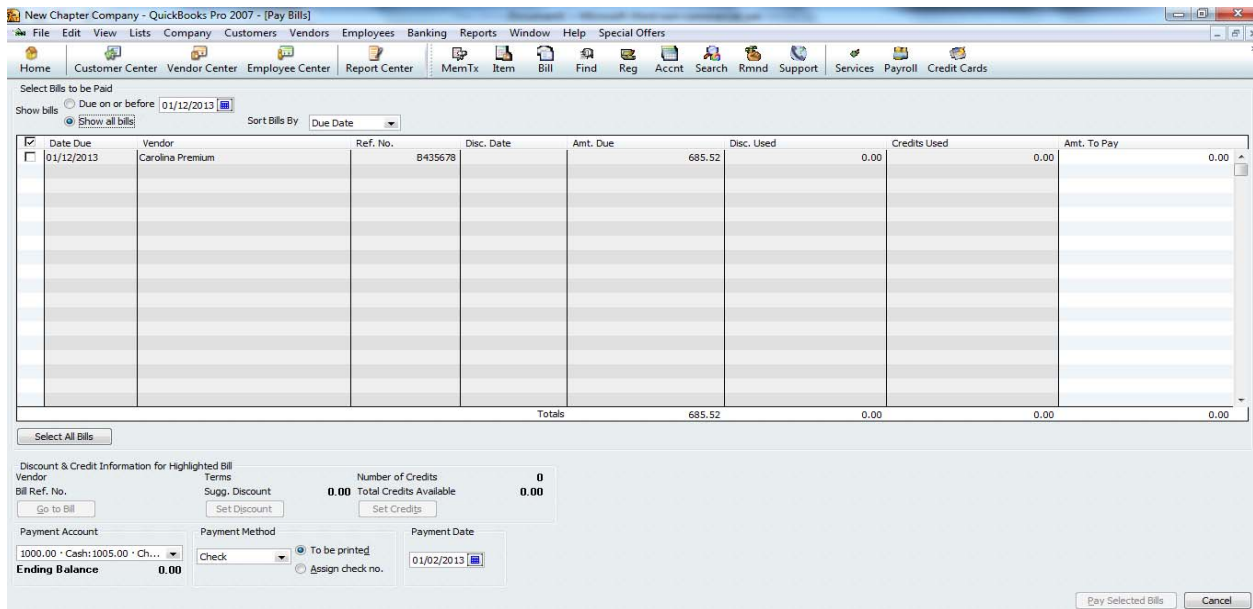
# HOW TO PAY BILLS IN QUICKBOOKS

Open QuickBooks.

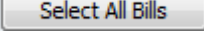
The first page should look like the one below.

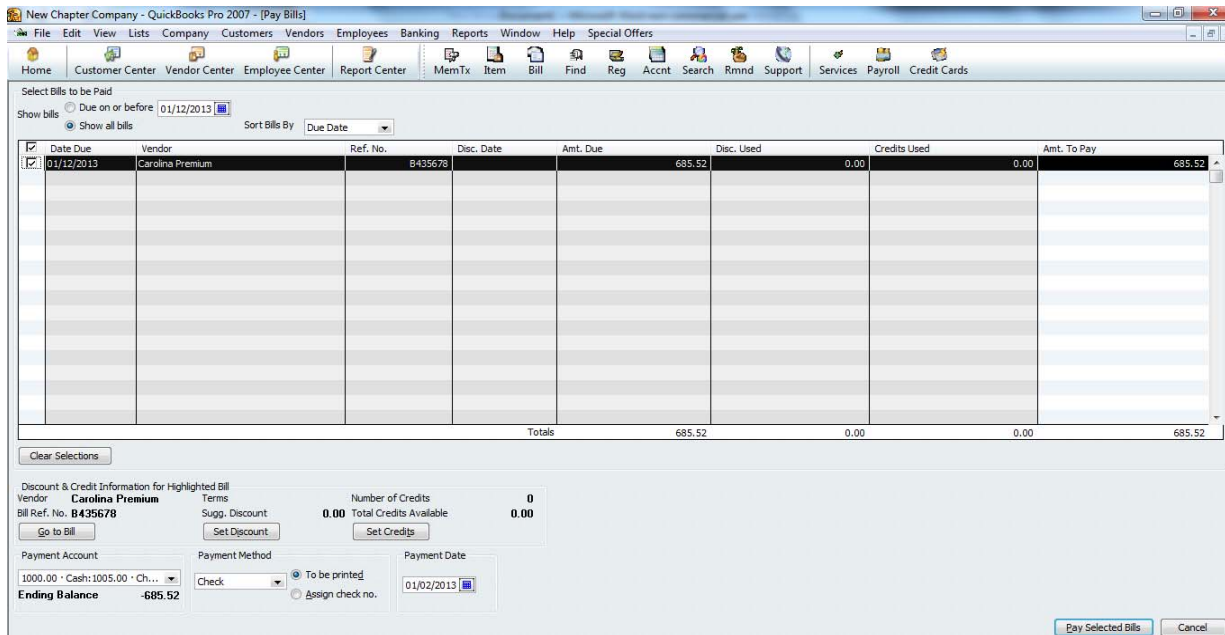


To pay bills click on the Pay Bills icon - . The screen below should appear.

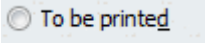
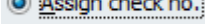



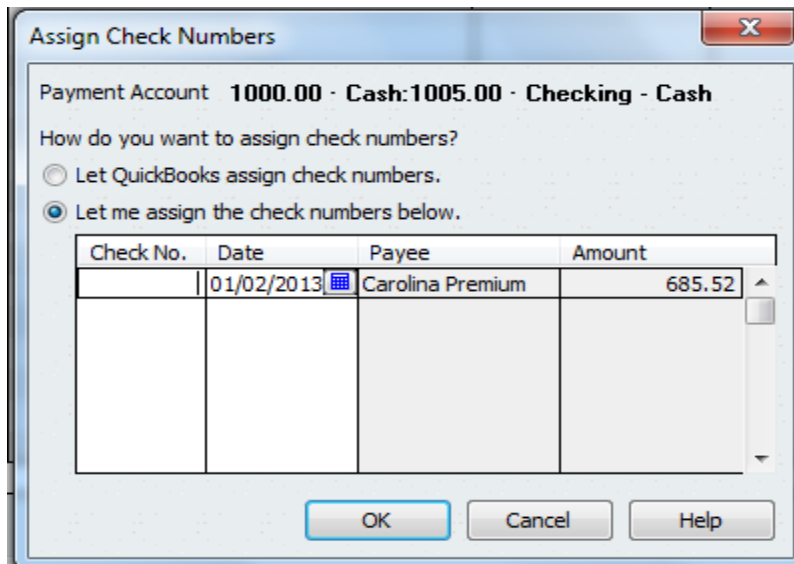
# HOW TO PAY BILLS IN QUICKBOOKS

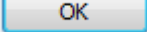
You have the ability to select all bills to be paid by clicking on the icon  just below the bills. As only one bill appears click on this bill.



Notice how a check mark is placed next to the bill. You should also notice that information appeared in the lower left hand corner. Verify the payment account is the one you want to work with. You should

also verify whether you will print a check or assign a check number  . Once satisfied click on the icon . The screen below will appear.



Assign the check number and click ok .

# HOW TO PAY BILLS IN QUICKBOOKS

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The screen below will appear summarizing the transaction.

**Payment Summary** [X]

Payment Details

**Payment Date** 01/02/2013

**Payment Account** 1000.00 · Cash:1005.00 · Checking...

**Payment Method** Check

Payment has been successfully recorded for the following bill:

Check No.	Date Due	Vendor	Amount Paid
103	01/12/2013	Carolina Premium	685.52
Total			685.52

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