

Paying Bills

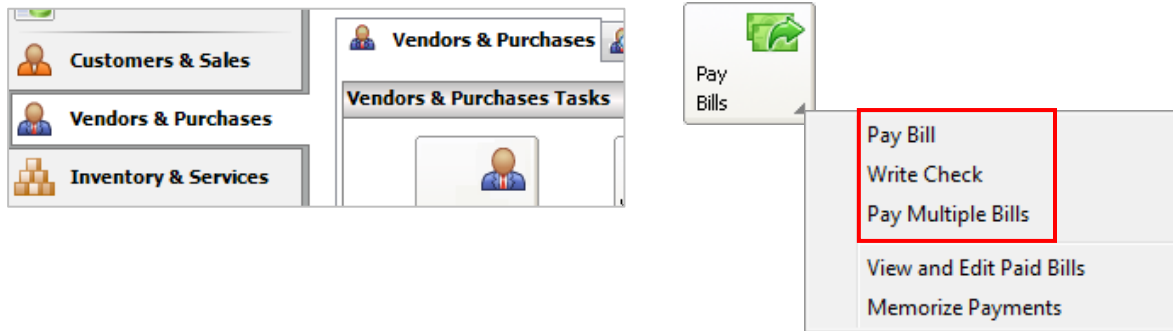
Available in all versions of Sage 50 Accounting

Quick Reference Guide



How do I pay my vendors?

Go to the **Vendor & Purchases Navigation Center** and select Pay Bills. There are different payment options that you can choose, such as Pay Bill, Write Check, or Pay Multiple Bills.



Which payment option should I choose?

- Use **Pay Bill** to:
 - Pay a vendor bill/invoice
 - Enter prepayments
 - Update job costs expenses

Note: When you select Pay Bill the Payments window opens.

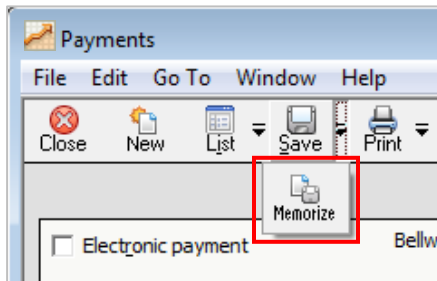
- Use **Pay Multiple Bills/Select for Payment** to:
 - Pay multiple vendor bills/invoices at once

Note: If you have multiple invoices from one vendor, only one check is created for the total of the invoices. Just check Pay for the invoices you want to include and click Print.

- Use **Write Checks** if:
 - You want to enter and print a quick check without having to enter individual line items.
 - You are not paying a bill/ invoice
 - You do not need to pay for inventory items received or to update job costing expenses.

Did you know?

- If you plan to create the same payment in the future, you can save it as a **memorized transaction**.



- You can save time and money by paying your vendors electronically even if they are not setup to receive electronic payments. **Sage 50's Bill Pay Service** delivers the payment on the date you specify and automatically determines which payees can be paid electronically and which ones need to be paid with paper checks.

