



## Paying a Bill (QuickBooks Online)

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  2. Click on **pay bills** under the column of vendors
  3. Identify the payment account, payment date and check the boxes for the bills being paid
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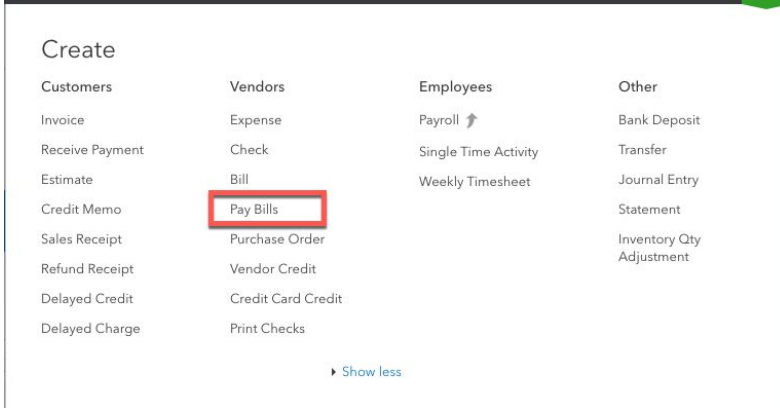


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Payment account: Mastercard Balance \$157.72 Payment date: 02/04/2019 TOTAL PAYMENT AMOUNT: \$0.00

Pay bills directly from QuickBooks

Filter Last 365 Days 5 open bills, 4 overdue

<input type="checkbox"/>	PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
<input type="checkbox"/>	PG&E		12/25/2018	\$86.44	Not available		\$0.00
<input type="checkbox"/>	Norton Lumber and Buildin...		01/09/2019	\$205.00	Not available		\$0.00
<input type="checkbox"/>	Robertson & Associates		01/09/2019	\$315.00	Not available		\$0.00
<input type="checkbox"/>	Brosnahan Insurance Agency		01/12/2019	\$241.23	Not available		\$0.00
<input type="checkbox"/>	Diego's Road Warrior Body...		02/06/2019	\$755.00	Not available		\$0.00

0 bills selected Total payment (USD) 0.00