

## Paying a Bill (QuickBooks Online)

- 1. Click on the **quick-create (plus symbol)** in the upper right corner of the screen
- 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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2. Click on pay bills under the column of vendors

stomers	Vendors	Employees	Other
oice	Expense	Payroll 🎓	Bank Deposit
eceive Payment	Check	Single Time Activity	Transfer
stimate	Bill	Weekly Timesheet	Journal Entry
redit Memo	Pay Bills		Statement
ales Receipt	Purchase Order		Inventory Qty
efund Receipt	Vendor Credit		Adjustment
elayed Credit	Credit Card Credit		
elayed Charge	Print Checks		

3. Identify the payment account, payment date and check the boxes for the bills being paid

Pryment account Coulck Books Payment date Pa						
Filter 👻 Last 365 Days				5 open bill	s, 4 overdue 🜗 🔅	
PAYEE REF NO.	DUE DATE 🔺	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT	
PG&E	12/25/2018 🜗	\$86.44	Not available		\$0.00	
Norton Lumber and Buildin	01/09/2019 🜗	\$205.00	Not available		\$0.00	
Robertson & Associates	01/09/2019 🜗	\$315.00	Not available		\$0.00	
Brosnahan Insurance Agency	01/12/2019 🜗	\$241.23	Not available		\$0.00	
Diego's Road Warrior Body	02/06/2019	\$755.00	Not available		\$0.00	
0 bills selected		\$0.00	\$0.00	\$0.00	\$0.00	