

## HOW IT WORKS

Add a vendor via Vault> Bill Pay> Payments

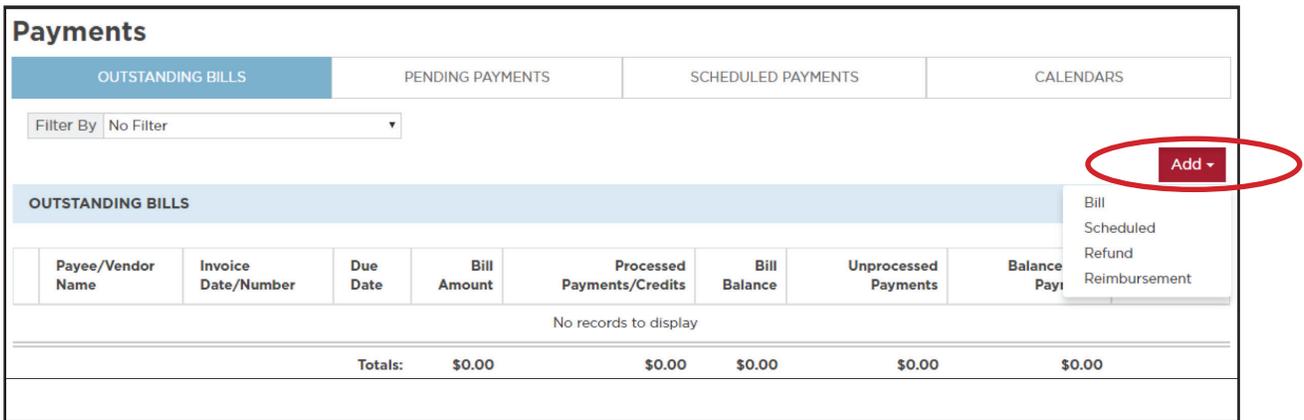
1. Select **Payments** to add a bill to Bill Pay



Navigation menu showing the following items:

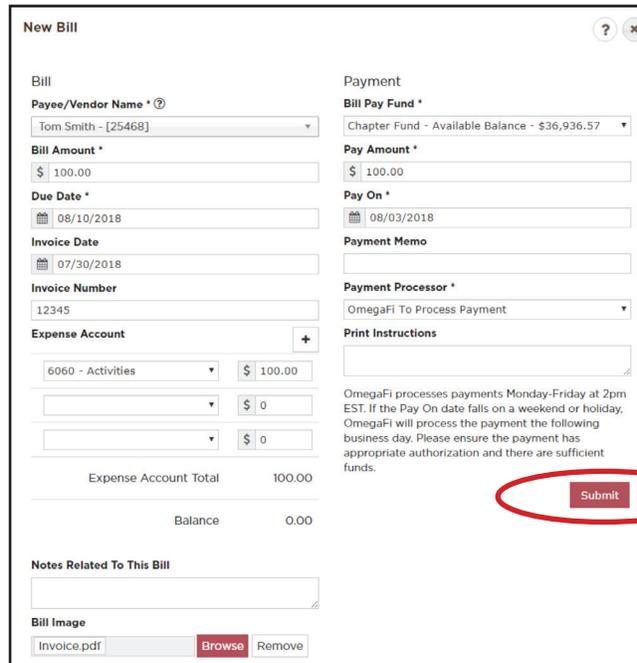
- Manage Payables
- Registers
- Payments** (circled in red)
- Print Local Checks
- Transfers
- Review Card Transactions
- Bill Pay Deposits
- Administration
  - Officer Purchasing Cards
  - Vendors
  - User Access
- Reports
  - Expenditures
  - Accounts Payable Aging
  - Chart of Accounts
  - Register Search
  - Bill Search

2. Select **Add** in the top right, then 'Bill' from the drop down menu



The 'Payments' page shows a table with columns: Payee/Vendor Name, Invoice Date/Number, Due Date, Bill Amount, Processed Payments/Credits, Bill Balance, Unprocessed Payments, and Balance Pay. A red circle highlights the 'Add' button in the top right corner. A dropdown menu is open, showing options: Bill, Scheduled, Refund, and Reimbursement.

3. Complete the New Bill form and submit



The 'New Bill' form contains the following fields:

- Bill**
  - Payee/Vendor Name \*
  - Bill Amount \*
  - Due Date \*
  - Invoice Date
  - Invoice Number
  - Expense Account
  - Expense Account Total: 100.00
  - Balance: 0.00
- Payment**
  - Bill Pay Fund \*
  - Pay Amount \*
  - Pay On \*
  - Payment Processor \*
- Submit** (circled in red)