

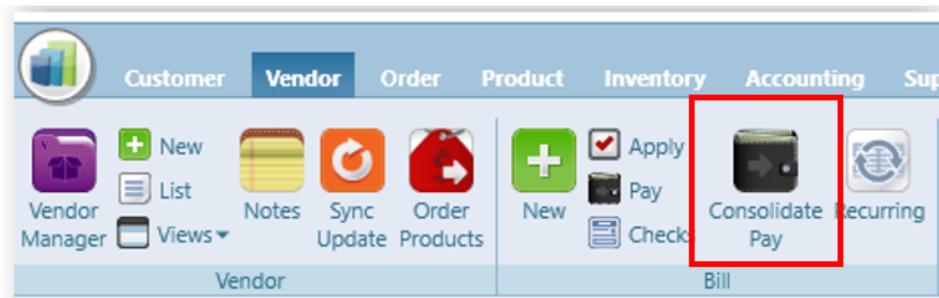
# ASICOMP.COM

Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Vendors > How Do You Pay Several Vendors in One Batch?

## How Do You Pay Several Vendors in One Batch?

Angie K - 2023-07-11 - in Vendors

How Do You Pay Several Vendors in One Batch?



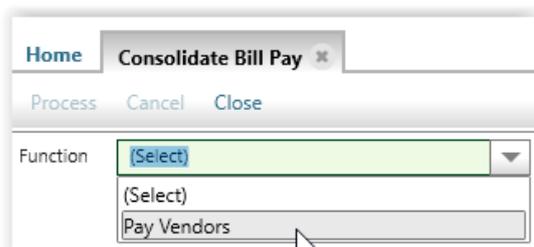
### Vendor - Bill - Consolidate Pay

This menu option allows you to perform the Bill-Pay function for several vendors at the same time. All open payables for all vendors will be shown in a list.

Consolidated Bill Pay can be used when you are wanting to pay all vendors by a user-specified payable due date.

Note: Salesperson commission and sales tax payments will need to continue to be done through Vendor - Bill - Pay.

Select Function - Pay Vendors.



Select how these payments will be made from the Method drop down menu.

When paying by vendor due date, check the box to Pay by Vendor due date and enter the appropriate date.

Home Consolidate Bill Pay\* x

Process Cancel Close

Function Pay Vendors Method Check Account 100 Cash in Bank

Pay by Vendor due date 2/28/2022  Include invoices with discounts available if paid by selected due date Search

You may also indicate, by checking the box, to include invoices with discounts available if paid by selected due date.

Click the search button.

Home Consolidate Bill Pay\* x

Process Cancel Close

Function Pay Vendors Method Check Account 100 Cash in Bank

Pay by Vendor due date 2/28/2022  Include invoices with discounts available if paid by selected due date Search

Based on your selections, the appropriate records in the list will be selected.

You may also manually select/unselect payable records.

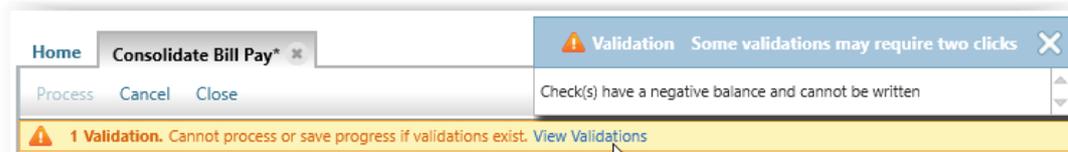
Current Bank Account Balance		\$997,581.93	Discounts Taken		\$10.78	Payments		\$170,432.77	Bank Account Balance less Payments		\$827,149.16		
<input checked="" type="checkbox"/>	Name	Code	Pay To	Type	Reference	Date	Terms	Discount	Discount	Due Date	Amount	Discount Taken	Payment
<input type="checkbox"/>	123 Emblems	75086	Advance	ADV11091	6/18/2019						(\$225.94)	0.00	\$0.00
<input type="checkbox"/>	2 Dazzle U Custom	92386	Advance	ADV125	11/14/2019						(\$22.95)	0.00	0.00
<input checked="" type="checkbox"/>	2 Dazzle U Custom	92386	Invoice	566784894	6/2/2021	(AP11) - Net :				7/2/2021	\$1,854.68	0.00	\$1,854.68
<input type="checkbox"/>	20 Degrees Below	92366	Advance	yyy	6/7/2019						(\$12.00)	0.00	0.00
<input checked="" type="checkbox"/>	365wholesale.Com	91284	Payable	35772	9/17/2018	(AP11) - Net :				10/17/2018	\$292.00	0.00	\$292.00
<input type="checkbox"/>	Advertising Speciall	84610	Advance	adv	12/12/2016						(\$180.00)	0.00	0.00
<input type="checkbox"/>	Advertising Speciall	84610	Advance	4111	3/1/2018						(\$5,000.00)	0.00	0.00
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	cccc	5/21/2013	(AP5) - 2/10	5/31/2013	\$1.80		5/31/2013	\$90.00	\$1.80	\$88.20
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	ord35018	7/12/2013	(AP5) - 2/10	7/22/2013	\$1.12		7/22/2013	\$56.00	\$1.12	\$54.88
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	Credit	5/7/2014	(AP5) - 2/10	5/17/2014	\$5.61		5/17/2014	\$280.41	\$5.61	\$274.80

While selecting records, you can see the current bank balance along with running totals for discounts taken, payment amount and the bank balances less these payments.

Various information about each payable displays to the right of the vendor's name. Two columns include popups for Pay To Address and 1099 amounts. A Memo column allows input for each vendor's check.

Current Bank Account Balance		\$997,581.93	Discounts Taken		\$10.78	Payments		\$170,432.77	Bank Account Balance less Payments		\$827,149.16						
<input checked="" type="checkbox"/>	Name	Code	Pay To	Type	Reference	Date	Terms	Discount	Discount	Due Date	Amount	Discount Taken	Payment	1099	Balance	Memo	Negative Check
<input type="checkbox"/>	123 Emblems	75086	Advance	ADV11091	6/18/2019						(\$225.94)	0.00	\$0.00	Yes	\$0.00		
<input type="checkbox"/>	2 Dazzle U Custom	92386	Advance	ADV125	11/14/2019						(\$22.95)	0.00	0.00		\$0.00		
<input checked="" type="checkbox"/>	2 Dazzle U Custom	92386	Invoice	566784894	6/2/2021	(AP11) - Net :				7/2/2021	\$1,854.68	0.00	\$1,854.68		\$0.00		
<input type="checkbox"/>	20 Degrees Below	92366	Advance	yyy	6/7/2019						(\$12.00)	0.00	0.00		\$0.00		
<input checked="" type="checkbox"/>	365wholesale.Com	91284	Payable	35772	9/17/2018	(AP11) - Net :				10/17/2018	\$292.00	0.00	\$292.00		\$0.00		
<input type="checkbox"/>	Advertising Speciall	84610	Advance	adv	12/12/2016						(\$180.00)	0.00	0.00	Yes	\$0.00		
<input type="checkbox"/>	Advertising Speciall	84610	Advance	4111	3/1/2018						(\$5,000.00)	0.00	0.00	Yes	\$0.00		
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	cccc	5/21/2013	(AP5) - 2/10	5/31/2013	\$1.80		5/31/2013	\$90.00	\$1.80	\$88.20		\$0.00		
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	ord35018	7/12/2013	(AP5) - 2/10	7/22/2013	\$1.12		7/22/2013	\$56.00	\$1.12	\$54.88		\$0.00		Yes
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	Credit	5/7/2014	(AP5) - 2/10	5/17/2014	\$5.61		5/17/2014	\$280.41	\$5.61	\$274.80		\$0.00		Yes

The Negative Check column with a **Yes** in it indicates which selected records result in a negative vendor check. Vendor records must be unselected to remove those resulting in a negative check amount and to remove the validation prior to processing the check run.



The Printer icon allows viewing/printing the list of selected records at any time to review selected payments to each vendor. That list shows the records grouped by vendor. This is also a good place to look for negative checks to know what needs to be unchecked to clear the validation.

ProfitMaker with Fulfillment  
**Consolidate Bill Pay** Feb 28, 2022

Pay Vendors,

IsPai	Name	Code	Type	Reference	Date	Terms	Discount	Discount	Due Date	Amount	Discount	Payment	Balance	Memo	Negative
<b>2 Dazzle U Custom Rhinestone D - 92386 (1)</b>															
True	2 Dazzle U	92386	Invoice	566784894	06/02/2021	(AP11) -		\$0.00	07/02/2021	\$1,854.68	\$0.00	\$1,854.68	\$0.00		
										<b>\$1,854.68</b>	<b>\$0.00</b>	<b>\$1,854.68</b>			
<b>365wholesale.Com - 91284 (1)</b>															
True	365wholesale	91284	Payable	35772	09/17/2018	(AP11) -		\$0.00	10/17/2018	\$292.00	\$0.00	\$292.00	\$0.00		
										<b>\$292.00</b>	<b>\$0.00</b>	<b>\$292.00</b>			
<b>Advertising Wearables/Souvenir - 66500 (5)</b>															
True	Advertising	66500	Payable	cccc	05/21/2013	(AP5) - 2/10 05/31/2013		\$1.80	05/31/2013	\$90.00	\$1.80	\$88.20	\$0.00		Yes
True	Advertising	66500	Payable	ord35018	07/12/2013	(AP5) - 2/10 07/22/2013		\$1.12	07/22/2013	\$56.00	\$1.12	\$54.88	\$0.00		Yes
True	Advertising	66500	Payable	Credit	05/07/2014	(AP5) - 2/10 05/17/2014		\$5.61	05/17/2014	\$280.41	\$5.61	\$274.80	\$0.00		Yes
True	Advertising	66500	Payable	12847	08/15/2017	(AP15) - On		\$0.00	08/15/2017	\$25.00	\$0.00	\$25.00	\$0.00		Yes
True	Advertising	66500	Payable	12548	11/17/2017	(AP15) - On		\$0.00	11/17/2017	(\$522.45)	\$0.00	(\$522.45)	\$0.00		Yes
										<b>(\$71.04)</b>	<b>\$8.53</b>	<b>(\$79.57)</b>			
<b>American Express - 2500 (7)</b>															
True	American	2500	Payable	ADV124	06/07/2017	(AP11) -		\$0.00	07/07/2017	\$500.00	\$0.00	\$500.00	\$0.00		
True	American	2500	Payable	JUNE17	06/07/2017	(AP11) -		\$0.00	07/07/2017	\$155.00	\$0.00	\$155.00	\$0.00		
True	American	2500	Payable	122332	11/21/2018	(AP11) -		\$0.00	12/21/2018	\$1,068.75	\$0.00	\$1,068.75	\$0.00		
True	American	2500	Payable	WEEPADV2	06/11/2019	(AP11) -		\$0.00	07/11/2019	\$112.00	\$0.00	\$112.00	\$0.00		
True	American	2500	Payable	GGG	09/30/2019	(AP11) -		\$0.00	10/30/2019	(\$20.00)	\$0.00	(\$20.00)	\$0.00		
True	American	2500	Payable	3638	10/16/2019	(AP11) -		\$0.00	11/15/2019	\$445.90	\$0.00	\$445.90	\$0.00		
True	American	2500	Payable	JAYL	11/14/2019	(AP11) -		\$0.00	12/14/2019	\$22.95	\$0.00	\$22.95	\$0.00		
										<b>\$2,284.60</b>	<b>\$0.00</b>	<b>\$2,284.60</b>			
<b>Ash City Usa - 37127 (1)</b>															
True	Ash City Usa	37127	Payable	552174	11/12/2019	(AP11) -		\$0.00	12/12/2019	\$450.00	\$0.00	\$450.00	\$0.00		
										<b>\$450.00</b>	<b>\$0.00</b>	<b>\$450.00</b>			

Select Process and Yes to continue.

Process the checks in Bill - Checks.