## How To View Bills via Paid Bills History Screen

Here are the steps on how to view bills via Paid Bills History screen:

- 1. From the Main Menu, click Purchasing > Paid Bills History.
- 2. Paid Bills History screen will open.

Paid Bills History								
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Check No.	Vendor No.	Vendor Name	Payable No.	Checkbook No.	Amount	Reconciled Date	Cleared	Printed
	V'100	AP's Sample Vendor	PAY-14697	TE	34.55	06/26/2015	$\checkmark$	<b>V</b>
	V'100	AP's Sample Vendor	PAY-14698	TE	13.82	06/26/2015	$\checkmark$	<b>V</b>
	V'100	AP's Sample Vendor	PAY-14702	TE	9.22			
	V'100	AP's Sample Vendor	PAY-14703	TE	76.02			
	V'100	AP's Sample Vendor	PAY-14707	TE	25.34			
	V'100	AP's Sample Vendor	PAY-14709	01	11.51			
	V'100	AP's Sample Vendor	PAY-14710	05	9.21			
	V'100	AP's Sample Vendor	PAY-14712	05	32.25			
	V'100	AP's Sample Vendor	PAY-14713	TE	9.21			
	V'100	AP's Sample Vendor	PAY-14717	TE	92.06			

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- 3. Select pay bills transaction from the grid by checking the corresponding checkboxes of the selected transaction.
- 4. Click View Bill action button.
- 5. Associated Bill record of the selected payment will open.

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E	$\mathbf{N}$	Details	Attachments																	
		Transac	tion Type:		Vendor ID:			Date:		Invo	ice Date:		Currency:	Invoice N	10:		Bill No:			
		Bill			V'100			06/24/201	5	06/2	24/2015		USD	INV-1			BL-45	650		
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Here are the steps on how to view bills via Paid Bills History screen:

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- E Batch Posting	V Select All 🔲 C	ear All 🛛 📝 View Bill	Filter Records (F3)						
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· 📰 Import Bills from Origin	11111112	0000000001	Test Vendor	PAY-14656	01	7.06		(***)	
Bill Entry	11111113	000000001	Test Vendor	PAY-14657	01	13.82		(m)	
Paid Bills History		0000000001	Test Vendor	PAY-14658	01	13.54			
Recurring Transactions		000000002	Sample Company	PAY-14662	01	63.50		<b></b>	
Purchase Order		000000002	Sample Company	PAY-14663	01	6.91			
Maintenance		000000002	Sample Company	PAY-14664	01	16.92			
Reports	4								
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- Select pay bills transaction from the grid by checking the corresponding checkboxes of the selected transaction.
   Click View Bill action button.
   Associated Bill Entry record of the selected payment will open.

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Select All	Clear All 📝 View Bill	Filter Records (F3	)								
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hip From:	5	Ship To:									
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