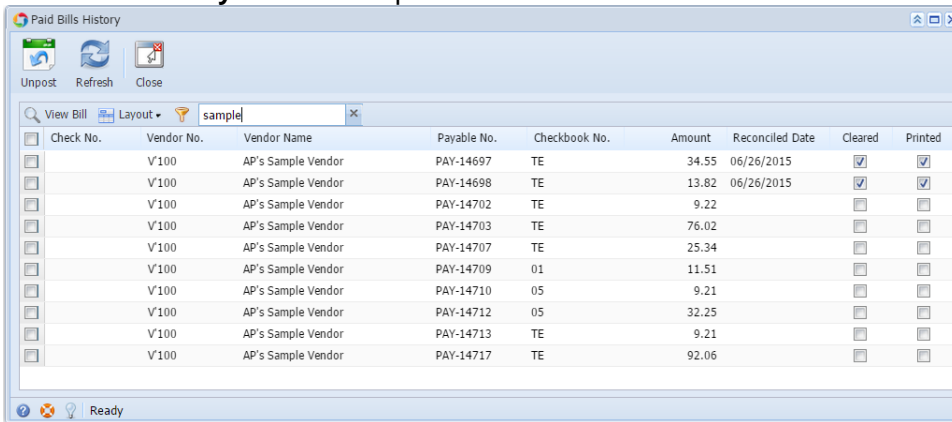


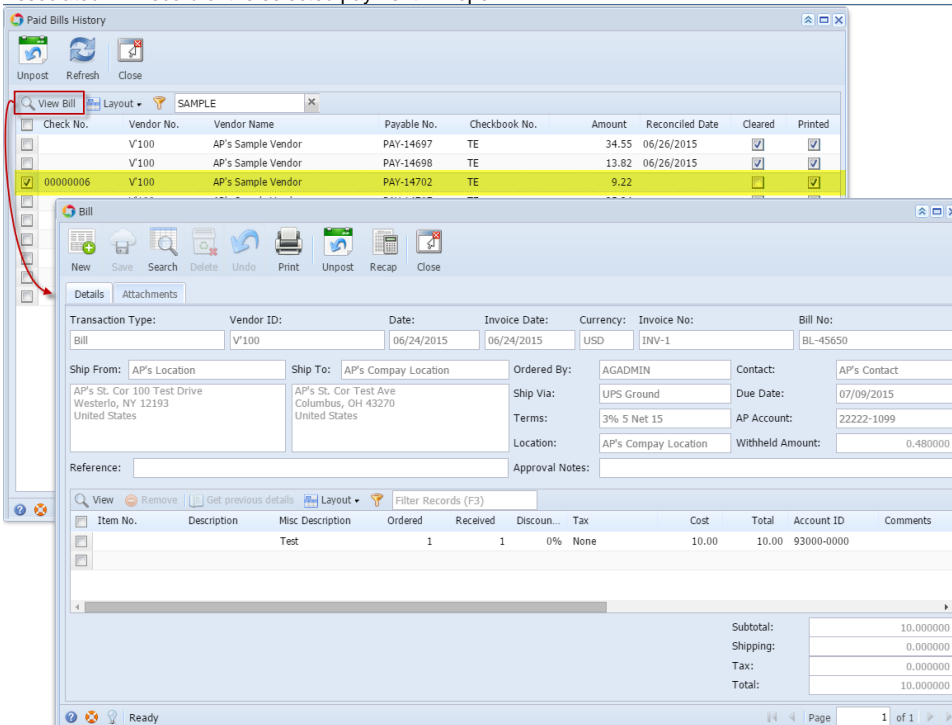
How To View Bills via Paid Bills History Screen

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.

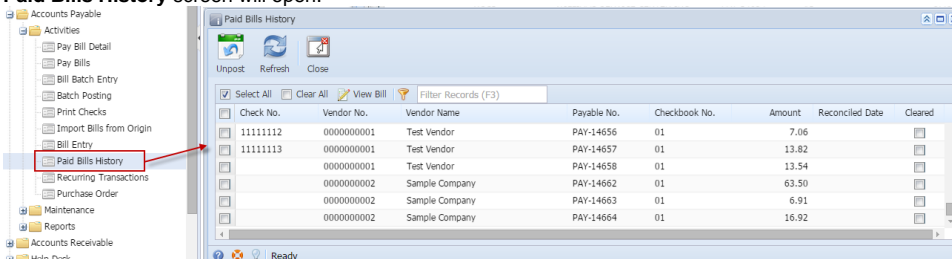


3. Select pay bills transaction from the grid by checking the corresponding checkboxes of the selected transaction.
4. Click **View Bill** action button.
5. Associated **Bill** record of the selected payment will open.



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

1. From the **Main Menu**, click **Accounts Payable Activities > Paid Bills History**.
2. **Paid Bills History** screen will open.



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 Entry** record of the selected payment will open.

The image shows two windows from a software application. The top window is titled 'Paid Bills History' and contains a table of transactions. The bottom window is titled 'Bill' and shows details for a selected transaction.

Paid Bills History Window:

Buttons: Unpost, Refresh, Close

Actions: ☒ Select All, ☐ Clear All, **View Bill** (highlighted with a red box), Filter Records (F3)

Check No.	Vendor No.	Vendor Name	Payable No.	Checkbook No.	Amount	Reconciled Date	Cleared
11111112	000000001	Test Vendor	PAY-14656	01	7.06		<input type="checkbox"/>
11111113	000000001	Test Vendor	PAY-14657	01	13.82		<input type="checkbox"/>
	000000001	Test Vendor	PAY-14658	01	13.54		<input type="checkbox"/>
	000000002	Sample Company	PAY-14662	01	63.50		<input type="checkbox"/>
	000000002	Sample Company	PAY-14663	01	6.91		<input type="checkbox"/>
	000000002	Sample Company	PAY-14664	01	16.92		<input type="checkbox"/>
	000000001	Test Vendor	PAY-14667	01	105.84		<input checked="" type="checkbox"/>

Bill Window:

Buttons: New, Save, Search, Delete, Undo, Print, Unpost, Recap, Close

Tabs: Details, Attachments

Bill No: BL-45623 Vendor ID: 000000001 Date: 12/11/2014 Invoice Date: 12/11/2014 Currency: USD Invoice No: INV-01 PO Number: Transaction Type: Bill

Ship From: Ship To: 123 Main Street, Fulton, OH 43321, United States

Ordered By: AGADMIN Contact: Con 01

Ship Via: UPS Ground Due Date: 01/10/2015

Terms: 2/10 Net 30 AP Account: 22222-0000

Reference: Location: Withheld Amount: 41.16

Description	Qty Ordere...	Qty Receiv...	Discoun...	Tax	Cost	Total	Account ID	Comments	Weig...	Volume	Bin Location
test	10	10	0%	None	15.00	150.00	60140-3001			0	0

Subtotal: 150.00
Shipping: 0.00
Tax: 0.00
Total: 150.00

Page 1 of 1