HOW TO PAY BILLS VIA ONLINE BILL PAY USING VENDOR CREDITS

STEP 1:

1 - Open the vendor's account that you need to pay.

2 - Click on the down arrow next to "Schedule Payment" on any one of the bills you need to pay.

3 - Select "Mark as Paid" on that bill to open the vendor's Bills Payable screen.

4 - Select the all of bills you need to pay, along with the corresponding vendor credits.

5 - Save the Bill Payment (Check).

6 - Note the amount of the net payment of the Bill Payment (Check). (I print the check stub to make sure I get the right amount in the next step).

STEP 2:

1 - Create a bill for the vendor in the amount of $1.00, with a future date, then save it. (This will be the "template bill" that you can use in future transactions using this method.

2 - Copy the template bill, then edit the date and amount to match the Bill Payment (Check) that you created in Step 1. This will be for the full amount of all the bills and credits you're trying to pay. (See Step 1, #6)

3 - Save the copied template bill.

4 - Schedule the now saved bill to be paid thru Online Bill Pay.

5 - Go back to the vendor's account and delete the BILL you just created. (This has to be done to make the bills and credits available again to finish this step.)

6 - Open the Bill Payment (Check) created by the online payment.

7 - Select the bills and credits that should make up the bill payment and save it. (These will be the same bills and credits that you used in Step 1, #4.)

8 - Double check that everything looks right and you're done...

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(Note - Leave the original "template bill" in the vendor's account to use for the next time. I use a date on it that's way in the future, so it stays at the top of the vendor's account and I can find it easily for next time. I create one in each vendor's account that I'll need do this for and save them for later use.)

This is the only way I've found so far to get a payment scheduled since Online Bill Pay won't let you make a payment without a corresponding bill.

It's rather cumbersome, but it does work, so I'll use it until QB fixes the problem. It's very inconvenient that they haven't included the ability to apply vendor credits to ACH payments, but it is what it is. I hope this can help someone out....