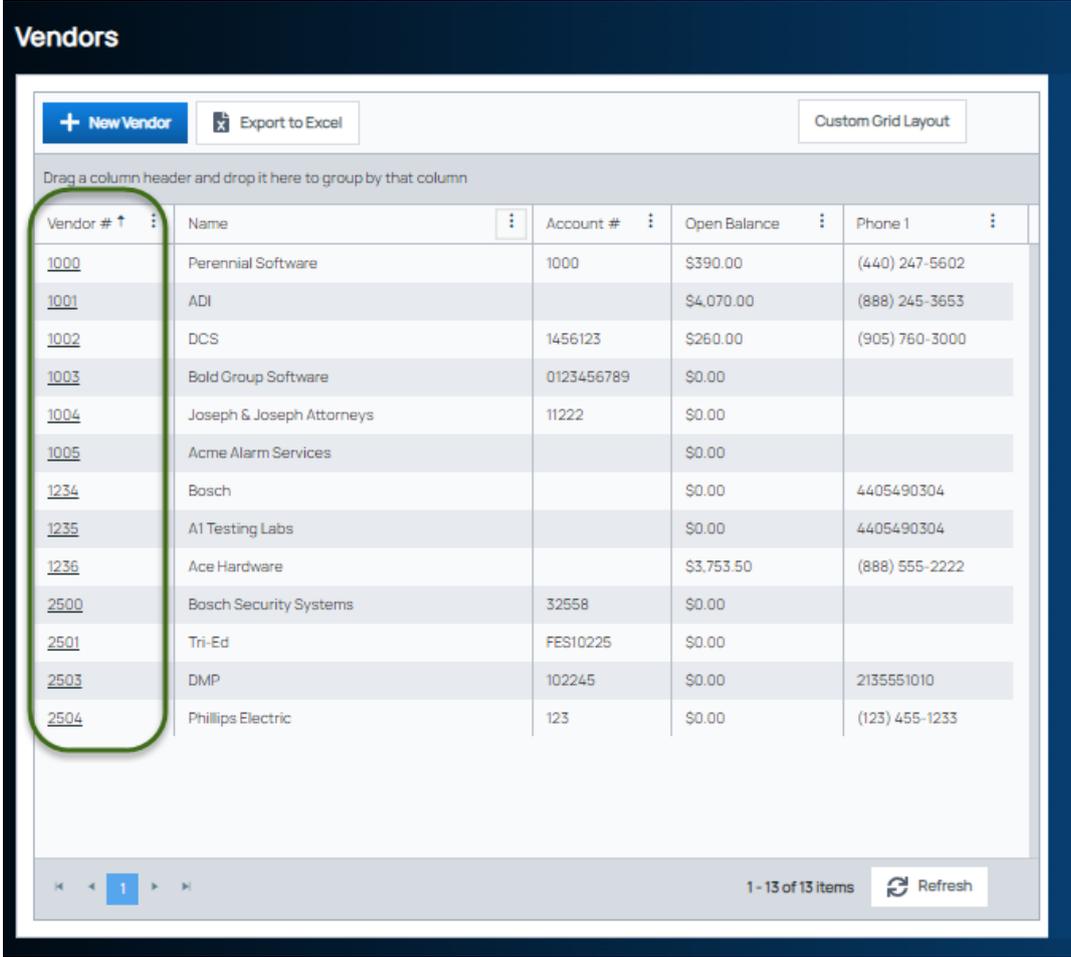


# Add a Vendor Payment

Last Modified on 04/27/2022 7:23 pm EDT

To add a Vendor Payment, navigate to Accounts Payable > Vendors.

The Vendor list will be displayed. Locate the desired vendor, and then click on the hyperlink of the vendor in the Vendor # column.



**Vendors**

[+ New Vendor](#) [Export to Excel](#) [Custom Grid Layout](#)

Drag a column header and drop it here to group by that column

Vendor # ↑	Name	Account #	Open Balance	Phone 1
<a href="#">1000</a>	Perennial Software	1000	\$390.00	(440) 247-5602
<a href="#">1001</a>	ADI		\$4,070.00	(888) 245-3653
<a href="#">1002</a>	DCS	1456123	\$260.00	(905) 760-3000
<a href="#">1003</a>	Bold Group Software	0123456789	\$0.00	
<a href="#">1004</a>	Joseph & Joseph Attorneys	11222	\$0.00	
<a href="#">1005</a>	Acme Alarm Services		\$0.00	
<a href="#">1234</a>	Bosch		\$0.00	4405490304
<a href="#">1235</a>	A1 Testing Labs		\$0.00	4405490304
<a href="#">1236</a>	Ace Hardware		\$3,753.50	(888) 555-2222
<a href="#">2500</a>	Bosch Security Systems	32558	\$0.00	
<a href="#">2501</a>	Tri-Ed	FES10225	\$0.00	
<a href="#">2503</a>	DMP	102245	\$0.00	2135551010
<a href="#">2504</a>	Phillips Electric	123	\$0.00	(123) 455-1233

1 - 13 of 13 items [Refresh](#)

The Vendor page will be displayed. Click on the Payments tab, and then click on the New Payment button.

Tri-ed - 2501

Open Receipts: \$0.00    Open Bills: \$0.00    Open Credits: \$0.00    Open Balance: \$0.00

Vendor Aging

Address: PO Box 3255 Los Angeles, CA 90025  
 Phone:  
 Email:  
 1099 Eligible?  No  
 Remit To Address: -.  
 Customer #: FES10225  
 Term: Net 45

Purchase Orders: 1    Receipts: 0    Bills: 0    **Payments: 0**    Credits: 0    Checks: 0    Parts: 1    Notes: 0    Docs: 0    Part Ledger: 0

+ New Payment    Export to Excel    Custom Grid Layout    \$0.00

Drag a column header and drop it here to group by that column

Payment #	Payment Date	Total Amount
No records available.		

0 - 0 of 0 items    Refresh

The Add Payment page will be displayed.

## Data Entry Fields

- In the upper left panel, select the bank account that will be used to pay the bill(s).
- In the upper right panel, in the memo field, you may enter a note (maximum of 250 characters).
- In the grid area, in the Apply column, click on each invoice that is being paid. If the full amount of the bill is not being paid, click in the Apply Amount field to change the amount of the payment.

When finished, click on the Save button at the upper right of the page.

# < Add Payment

Vendor	<input type="text" value="Tri-Ed"/>	Date	<input type="text" value="4/24/2022"/>
Bank Account	<input type="text" value="10200 Huntington - MI"/>	Total Amount	<input type="text" value="\$173.81"/>
Check Number	<input type="text" value="21452"/>	Memo	<input type="text"/>

Drag a column header and drop it here to group by that column

Bill Number	Bill Date	Due Date	Total Amount	Amount Due	Apply	Apply Amount
CQ20225	May 20, 2022	May 20, 2022	\$173.81	\$173.81	<input checked="" type="checkbox"/>	<input type="text" value="173.81"/>

« < 1 > »

1 - 1 of 1 items