

Add a Payment

Last Modified on 11/01/2024 5:55 pm EDT

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

The Payments list is displayed. Click + Pay Bills.

Check #	Payment #	Vendor	Payment Date	Total Amount
123502	123502	AAA Supplies	Aug 29, 2023	\$2,892.87

The Add Payment page opens.

Data Entry Fields

- Choose if paying by **Bank Account** or **Credit Card**.
- Select a **Payment**. If you chose Bank Account, this shows available bank accounts. If you chose Credit Card, this shows available credit cards.
- This defaults to the next **Check Number**. If you chose Credit Card, this field is not visible.
- Choose a **Date** for the payment.
- Enter the **Total Amount** of the payment. If you leave this blank and click Apply for each bill to pay in the grid, this value automatically updates.
- In the **Memo** field, you can 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 the **Save** button at the upper right of the page.

Apply	Apply Amount	Vendor Name	Default Payment	Bill Number	Bill Date	Due Date	Total Amount	Amount Due
<input type="radio"/>	\$0.00	DCS		1026	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	DCS		1027	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	DCS		1029	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	DCS		1030	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	DCS		1042	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	DCS		1043	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	DCS		1060	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
<input type="radio"/>	\$0.00	ADI	First National Bank	1086	Feb 16, 2021	Feb 16, 2021	\$340.00	\$340.00
<input type="radio"/>	\$0.00	ADI	First National Bank	1087	Feb 3, 2021	Feb 3, 2021	\$390.00	\$390.00