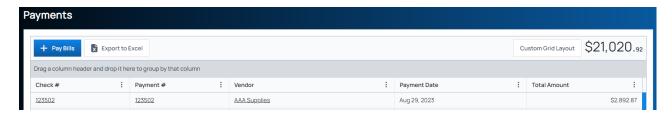# Add a Payment

Last Modified on 09/06/2024 3:21 pm EDT

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

The Payments list will be displayed. Click + Pay Bills.

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.