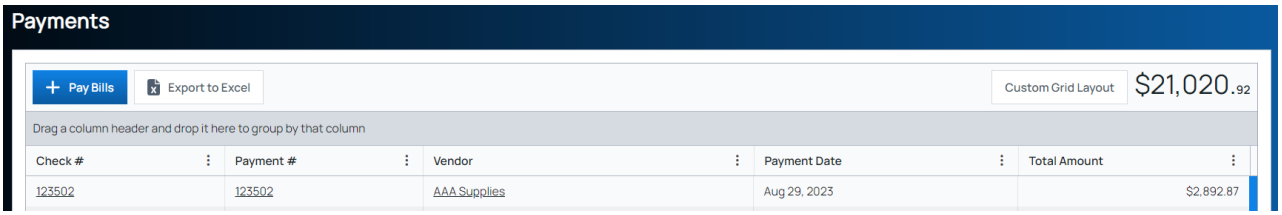
Add a Payment

Last Modified on 08/18/2025 10:19 pm EDT

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

The Payments list is 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 payments due for vendors with this selected Default Payment on the vendor detail. If you chose Credit Card, this shows available credit cards payments due for vendors with this selected Default Payment on the vendor detail. Any payment due for vendors who do not have a Default Payment are also shown.
- 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.

