## 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.

Payments									
+ Pay Bills	x Export to I	Excel					C	ustom Grid Layout	\$21,020.92
Drag a column head	ler and drop it he	ere to group by that colur	nn						
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 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.

_	Bank Account Cr	/edit Card				Date • 9/6	9/6/2024			
Payment •	Please Select					Total Amount •	•			
Check Number •	Check Number									
						Memo				
Select All										
:	Apply Amount :	Vendor Name	Default Payment	Bill Number	:	Bill Date :	Due Date :	Total Amount	Amount Due	
NO	\$0.00	DCS		1026		Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00	
NO	\$0.00	DCS		1027		Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00	
NO	\$0.00	DCS DCS		1027 1029		Nov 17, 2017 Nov 17, 2017	Dec 17, 2017 Dec 17, 2017	\$10.00 \$10.00	\$10.00 \$10.00	
ои ои ои	\$0.00 \$0.00 \$0.00	DCS DCS DCS		1027 1029 1030		Nov 17, 2017 Nov 17, 2017 Nov 17, 2017	Dec 17, 2017 Dec 17, 2017 Dec 17, 2017	\$10.00 \$10.00 \$10.00	\$10.00 \$10.00 \$10.00	
ON ON ON ON ON	\$0.00 \$0.00 \$0.00 \$0.00	DCS DCS DCS DCS		1027 1029 1030 1042		Nov 17, 2017 Nov 17, 2017 Nov 17, 2017 Nov 20, 2017	Dec 17, 2017       Dec 17, 2017       Dec 17, 2017       Dec 20, 2017	\$10.00 \$10.00 \$10.00 \$10.00	\$10.00 \$10.00 \$10.00 \$10.00	
N0 N0 N0 N0 N0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	DCS DCS DCS DCS DCS		1027 1029 1030 1042 1043		Nov 17, 2017 Nov 17, 2017 Nov 17, 2017 Nov 20, 2017 Nov 20, 2017	Dec 17, 2017 Dec 17, 2017 Dec 17, 2017 Dec 20, 2017 Dec 20, 2017	\$10.00 \$10.00 \$10.00 \$10.00 \$10.00	\$10.00 \$10.00 \$10.00 \$10.00 \$10.00	
N0 N0 N0 N0 N0 N0 N0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	2023 2025 2025 2025 2025 2025		1027 1029 1030 1042 1043 1060		Nov 17, 2017 Nov 17, 2017 Nov 20, 2017 Nov 20, 2017 Nov 20, 2017 Nov 22, 2017	Dec 17, 2017       Dec 17, 2017       Dec 20, 2017       Dec 20, 2017       Dec 20, 2017       Dec 20, 2017	\$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00	\$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00	
N0 N0 N0 N0 N0 N0 N0 N0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	DCS DCS DCS DCS DCS DCS ADI	First National Bank	1027 1029 1030 1042 1043 1060 1086		Nov 17, 2017 Nov 17, 2017 Nov 20, 2017 Nov 20, 2017 Nov 22, 2017 Feb 16, 2021	Dec 17, 2017       Dec 17, 2017       Dec 20, 2017       Dec 20, 2017       Dec 22, 2017       Feb 16, 2021	\$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$340.00	\$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$340.00	

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