

Add a Payment

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

The Payments list will be 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.

Vendor	Bill Number	Bill Date	Due Date	Total Amount	Amount Due	Apply	Apply Amount
DCS	1026	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00	<input type="radio"/> NO	\$0.00
DCS	1027	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00	<input type="radio"/> NO	\$0.00
DCS	1029	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00	<input type="radio"/> NO	\$0.00
DCS	1030	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00	<input type="radio"/> NO	\$0.00
DCS	1042	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00	<input type="radio"/> NO	\$0.00
DCS	1043	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00	<input type="radio"/> NO	\$0.00