

Pay Vendor with a Credit Card

Last Modified on 04/28/2026 10:39 am CDT

Some Vendors require payments to be made with a credit card. The following provides instructions on how to update inventory for one Vendor and have a Bill for another.

A Purchase Invoice should already be entered using normal purchasing processes (starting with a Purchase Order, Purchase Receipt, or direct Purchase Invoice) for the inventory Vendor.

1. After the Purchase Invoice has been entered, navigate to *Accounting / A/P / Pay Bills*.
2. Choose the appropriate *Vendor* and enter the *Check Date*.
3. Once the grid opens, select *Memo Checks* at the top, then untag any Invoices that should not be paid.
4. Indicate the G/L account by double-clicking in the *Checking Account* field and selecting from the window that displays.
5. Make sure plain paper is in the printer since this will print just like a check and select **OK**.
6. When the actual credit card bill arrives, enter the charge from this bill for the credit card vendor at *Accounting / A/P / Add/Edit Bills* using the same G/L account from the Memo Check. The net effect on the account will be zero.

This process may also be used to pay non-inventory related A/P Bills if a credit card is required.