Last Modified on 08/05/2026 10:52 am EDT

Payment Cards

Settings > Accounts Payable > Payment Cards

Use of payment card codes allows you to enter POs and A/P invoices to the purchasing vendor, but make the payment to the credit card or payment vendor.

In this way, the A/P transactions can be viewed for each purchasing vendor rather than lumped together with all payments under a credit card vendor.

You can also use a debit or charge card.

Payment cards are maintained under the Settings menu. Use the card name to identify the credit card account. You may have multiple payment card codes for the same payment card vendor.

For example, if John, Mary, and Joe each have individual credit cards that are combined on one invoice/statement from the credit card company, you might add separate codes for John, Mary, and Joe, all with the same payment vendor.

See examples below.

In the tag for payment option, the invoices can be sorted in payment card order for easy reconciliation with the billing statement.

Payment Card ID: A unique number assigned by the computer.

Card Name: A descriptive name for the payment card.

Payment Vendor#: This vendor# is the payment (credit card) vendor.

Tagging for Payment Card Payment in Invoice Entry

In the invoice entry, if you wish to designate the invoice as a payment card payment, click Payment Card/Vendor and select the payment card from the drop-down list.

If an invoice has been assigned a payment card, the payment will be made to the payment card vendor (instead of the purchasing vendor).

You can browse invoices by payment card when you go to tag them for payment or when you actually print the checks.

If using a purchase order, you can select the payment card upon P.O. entry, and it will then carry over to the invoice. The payment card may be edited or deleted at any time up to the time of payment.

Vendor Transactions

Invoices and payments with a payment card can be viewed under the purchasing vendor as well as the payment card payment vendor.

Payment Card Statement

You can get a payment card statement at any time by simply browsing A/P history for the payment card vendor.

Every purchasing vendor will show up under this one payment vendor in one browse, which also has the ability to browse invoices and payments, and also has an export to Excel.

Example 1:

Card Name: Jeff’s Chase Mastercard
Payment Vendor: Chase

Example 2:

Card Name: Mike’s Chase Mastercard
Payment Vendor: Chase

Example 3:

Card Name: Jeff’s Bank of America Visa
Payment Vendor: Bank of America