Add a Vendor Check

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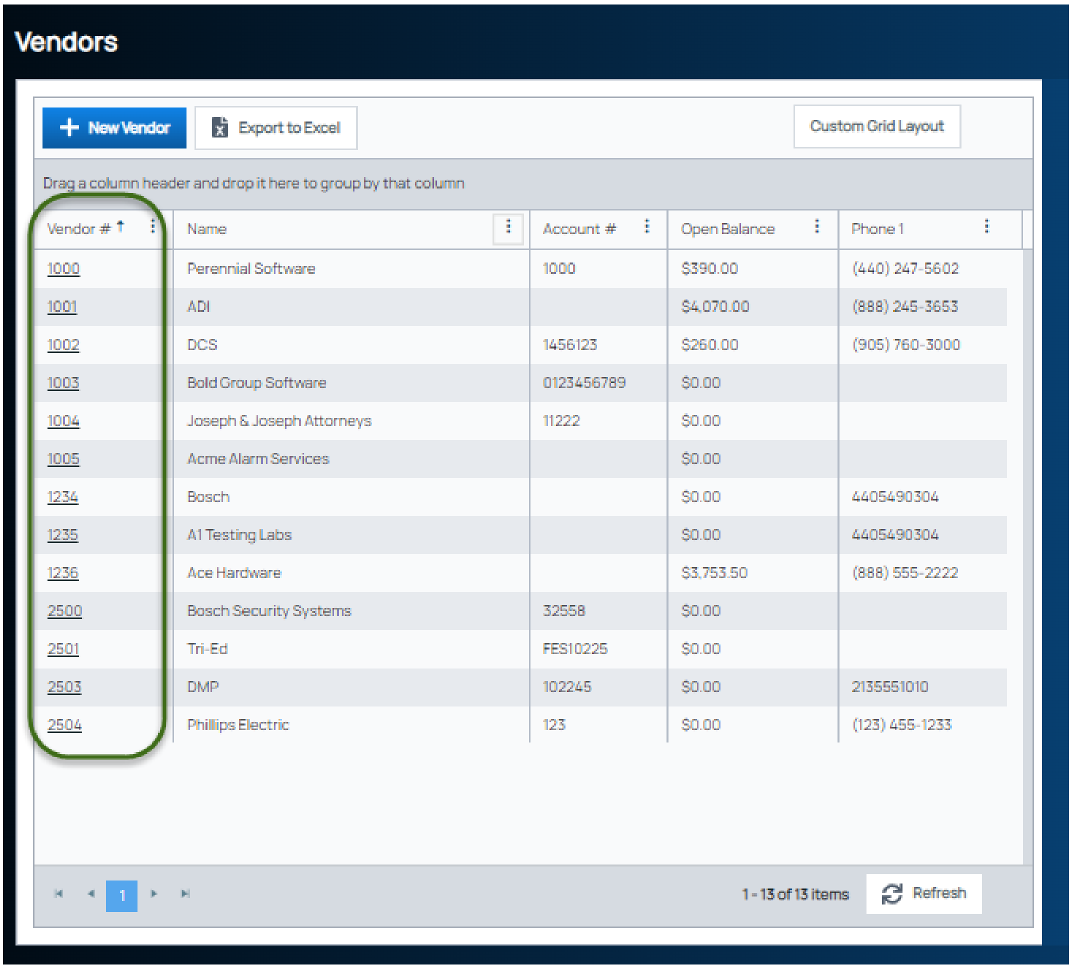
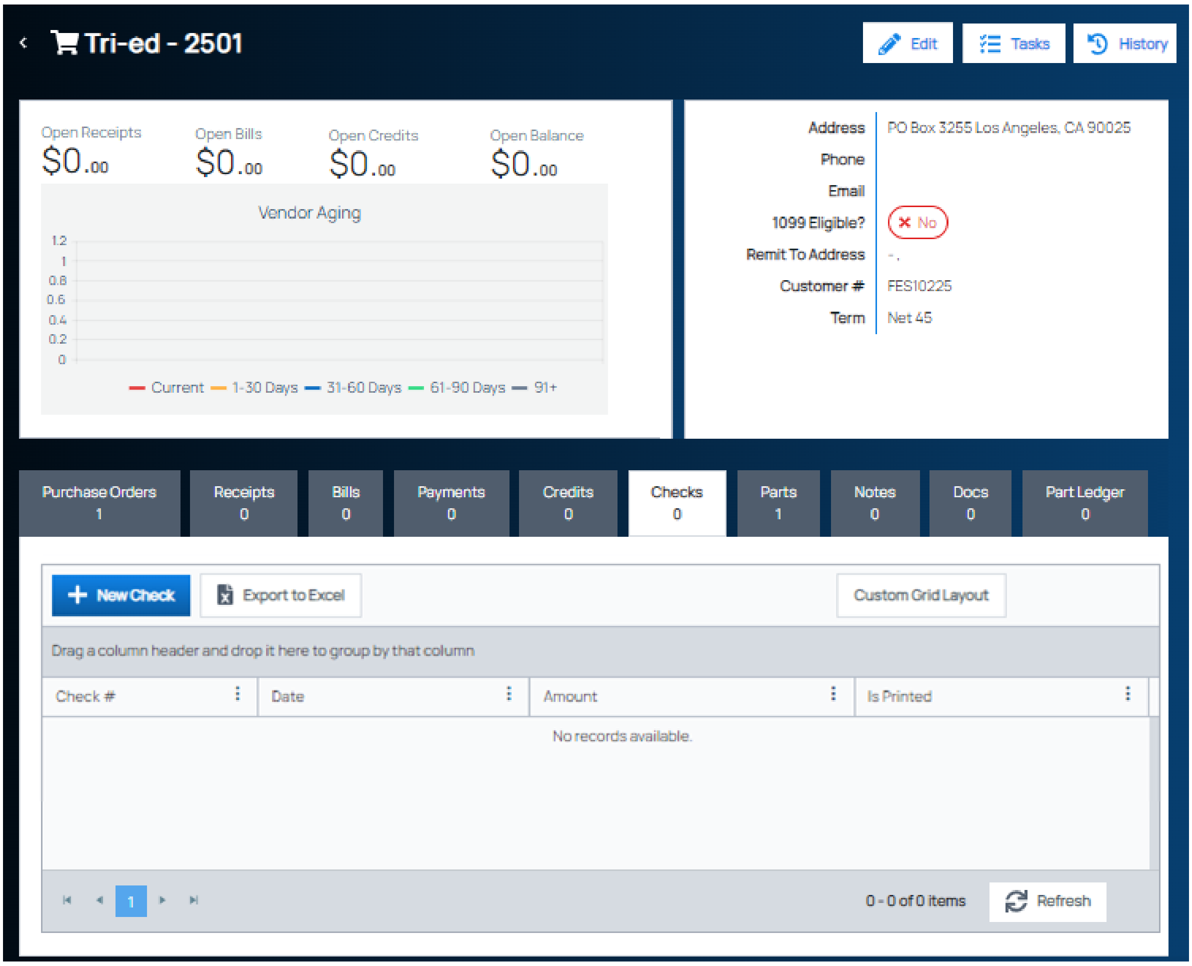
To add a Vendor Check, navigate to Accounts Payable > Vendors.

The Vendor list will be displayed. Locate the desired vendor, and then click on the hyperlink of the vendor in the Vendor # column.



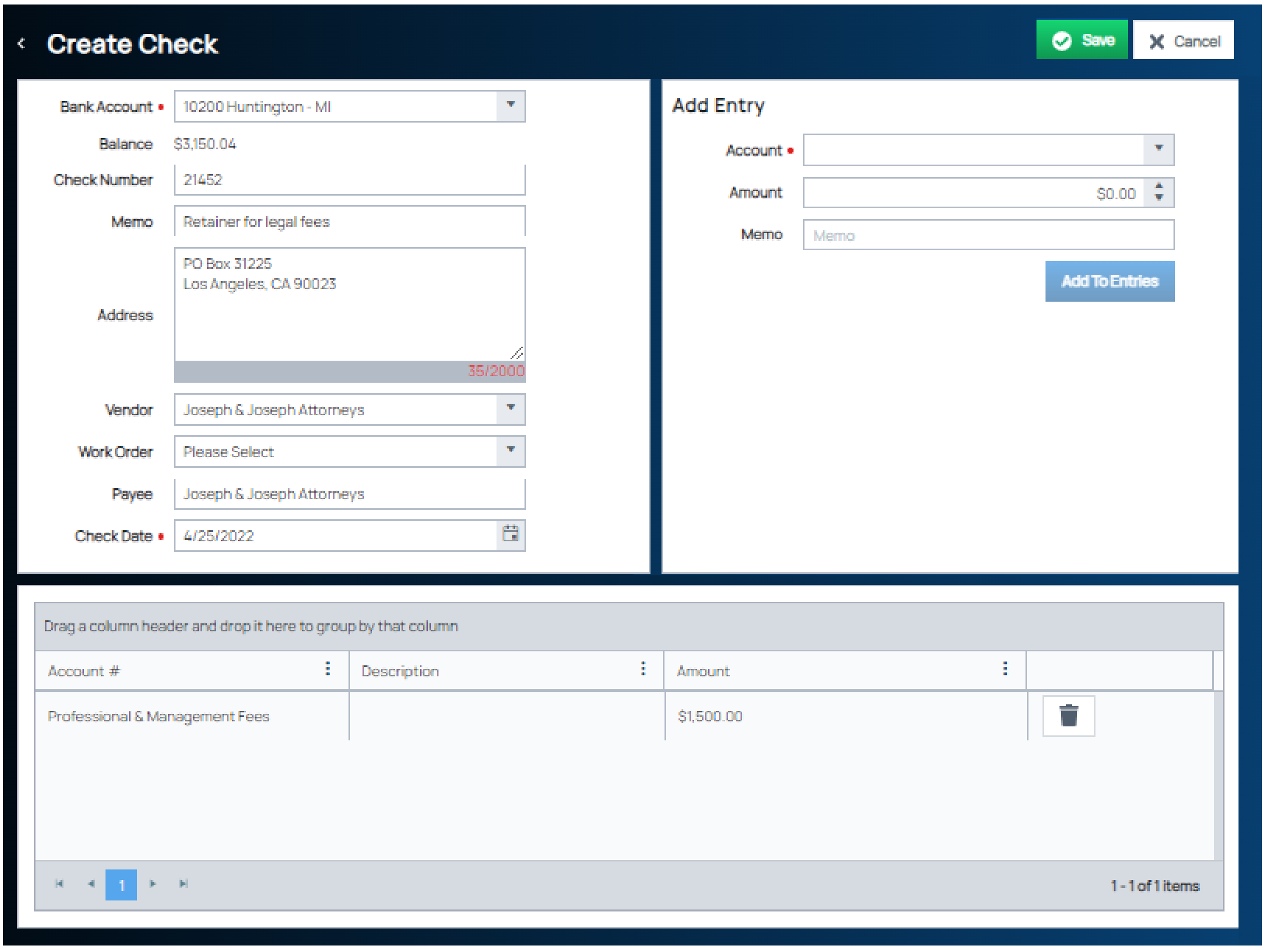
The Vendor page will be displayed. Click on the Checks tab, and then click on the New Check button.



The Create Check page will be displayed. The page is divided into three panels:

- Upper Left Panel – This area is considered the check header. Most of the data entry fields will automatically fill in with information from the vendor record.
- Upper Right Panel – This is the Add Entry area, and is used to select a GL Account and amount for the check expense.
- Lower Panel – As GL Accounts and amounts are entered in the Add Entry area, they will appear in the lower panel.

Each data entry field will be described below.



Data Entry Fields

Upper Left Panel

- **Bank Account** – Select the bank account from which funds will be used for the check.
- **Check Number** – This will auto-fill with the next check number. This may be modified if not the correct check number.
- **Memo** – The user may enter a brief note that will print on the check. Maximum of 50 characters allowed.
- **Address** – This field will auto-fill with the payee address from the vendor setup. This may be edited if necessary.
- **Vendor** – This field will auto-fill with the vendor.
- **Work Order** – If the expense for this check is related to a work order, make a selection from the drop-down list, otherwise, skip this field.
- **Payee** – This field will auto-fill with the payee from the vendor setup. This may be edited if necessary.
- **Check Date** – This will default to today's date, but may be edited if necessary.

Upper Right Panel – Add Entry

- **Account** – Select a GL Account for the expense.
- **Amount** – Enter the amount for the expense.
- **Memo** - The user may enter a brief note for the expense. This does not print on the check. Maximum of 50

characters allowed.

Click on the Add to Entries button.   If there is more than one expense line for the check, repeat the process until all entries have been made.

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

Once a check is saved, it will appear in the check printing queue. Navigate to Accounts Payable > Print Checks.