

# About Vendor Checks and Vendor Payments

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Payments and Checks, each have a specific function in Managely.

## Payments

Payments are created and applied to a Vendor's open bills. Each payment is assigned a check number and most typically will be printed.

If the Vendor is being paid online with a credit card or as a debit to a company bank account, selecting the appropriate Account will pay the bill. The payment entered will create a check number, that the user will need to mark as printed, since no physical check will be sent to the vendor.

## Checks

Checks are manually created to post a payment to a Vendor that are not applied to open bills. The user selects the GL Account(s) to which the check should be expensed. Entering checks does not reduce the balance on the Vendor's unpaid balance.