

Checks

Last Modified on 11/07/2016 12:56 pm EST

This tab provides a list of checks you have used to make payments to this vendor.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
0	1	4	2	2	2	0	0

Drag a column header and drop it here to group by that column		
Check Number	Date	Amount
29393395	7/28/2016	\$50.00
29393396	7/29/2016	\$200.00

Add Check

Click "Add Check" to record a check you made a payment with. This is not common please consult an accountant before doing so.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
0	1	4	2	2	2	0	0

Drag a column header and drop it here to group by that column		
Check Number	Date	Amount
29393395	7/28/2016	\$50.00
29393396	7/29/2016	\$200.00

Complete Fields

Complete the fields on the "Enter Check" page that appears.

Bank Account: KeyBank	Vendor: Barbara Savani (optional)
Balance: \$73,218.78	Payee: Barbara Savani
Check Number: 2939354	Check Date: 7/29/2016
Address: 1900 South Belvoir Blvd	Amount: \$500.00
Memo:	

Check Number

Enter the check number.

Address

????? Enter the address you sent the check to.

Vendor

If applicable, select the vendor you sent the check to.

Payee

Enter the payee name the check is addressed to.

Check Date

Enter the date you sent the check.

Amount

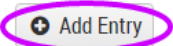
Enter the check amount

Memo

Enter a memo.

Add GL Entry


Click "Add Entry" on the right side of the page to add a general ledger entry linked to the check. If you have any questions please consult your accountant.

 + Add Entry

Account	Description	Amount	
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Complete Fields

Click the blank space beneath each heading to edit entry fields.

Account	Description	Amount	
564351 - Bank Account	payment	\$500.00	

Account

Select the general ledger account you would like to add this entry to from the dropdown box.

Description

Add a description of the the entry.

Amount

Enter the entry amount.

*Note: The check "Amount" field must equal the GL entry amount(s).

Address: 1900 South Belvoir Blvd

Check Date: 7/29/2016

Amount: \$500.00

Memo:

+ Add Entry

Account	Description	Amount
564351 - Bank Account	payment	\$500.00

No items to display

Save Check

Click "Save Check" in the upper right corner to finish.

Enter Check

Save Check

The Check Details Page will appear.

Check Details Page

Use the check details page to view information about a check. To access this page click the blue "Check Number" hyperlink to the left of the check.

Purchase Orders 0 Receipts 1 Bills 4 Payments 2 Credits 2 Checks 2 Notes 0 Docs 0

+ Add Check

Drag a column header and drop it here to group by that column

Check Number	Date	Amount
29393395	7/28/2016	\$50.00

The check details page will appear

Check - #29393395

[Accounts](#)[Remittance](#)[Print](#)[Vendor Payment](#)

Check Date: 7/28/2016

Type: Vendor Payment #29393395

Bank Account : (\$50.00)

Check Number: 29393395

Payee: Barbara Savani

[Export to Excel](#)

Account	Description	Debit Amount ▼	Credit Amount ▼	Memo
20000	Accounts Payable	\$50.00		Vendor Payment 29393395
564351	Bank Account		\$50.00	Vendor Payment 29393395
		\$50.00	\$50.00	

Print

To print check information click the print icon in the upper right corner.

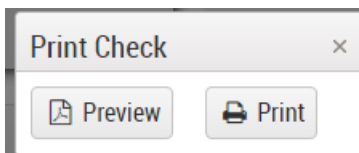
Check - #29393395

[Accounts](#)[Remittance](#)[Print](#)[Vendor Payment](#)

Check Date: 7/28/2016

Check Number: 29393395

A "Print Check" page will appear



Preview

Click "Preview" to download a pdf of check information to your documents for previewing purposes.

Print

Click "Print" to download a pdf of check information to your documents for viewing and printing purposes.

Remittance

Click "Remittance" to download a Remittance Advice pdf to your documents which you can send to the vendor.

Vendor Payment

If this check is linked to a vendor, Click "Vendor Payment" in the upper right corner to view the payment details linked to the check ([hyperlink to payment details](#)).