Checks

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

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.

Complete Fields

Comlete the fields om the "Enter Check" page that appears.

Check Number

Enter the check number.

Address

<mark>?????? Enter the address you sent the check to.</mark>

Vendor

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

Payee

Enter the payee name the check is addressed to.

Check Date
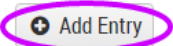
Enter the date you sent the check.

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	

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.

Save Check

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

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.

The check details page will appear

Print

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

A "Print Check" page will appear
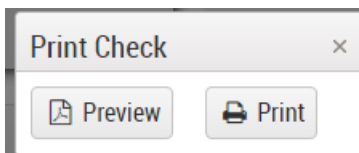
Preview

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 you 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).