

ASICOMP.COM

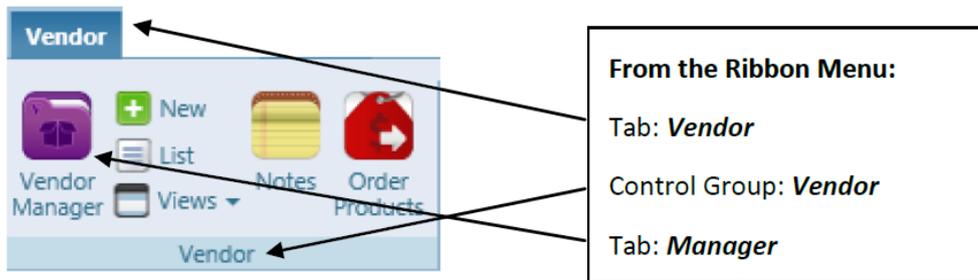
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Vendors > How Do You Change the Pay-to Name on a Check?

How Do You Change the Pay-to Name on a Check?

Tammy Mason - 2022-07-18 - in Vendors

How Do You Change the Pay-to Name on a Check?

Be sure name is included in Vendor Resource as a "Pay to" contact, then change in Bill-Pay. Once the Pay-to name is part of the Vendor Resource, you will be able to use it during the Bill-Pay process.

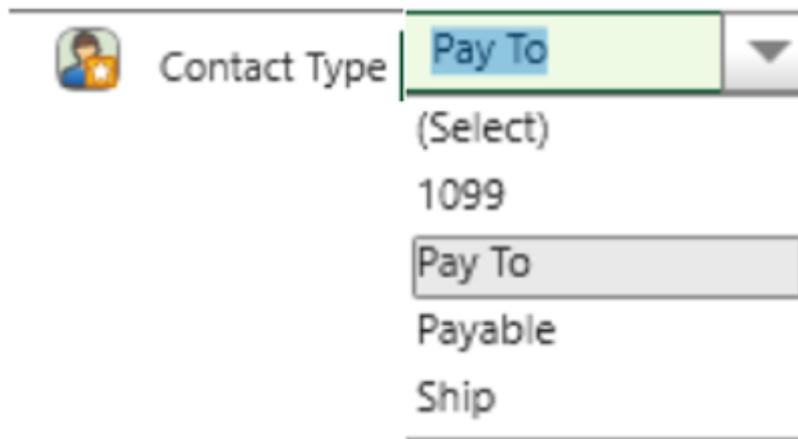


1. In the Vendor Manager, locate the Vendor Resource.
2. Under the Contacts Expander, click on Add contact.

The screenshot shows a table with one contact entry. The 'Add Contact' button in the top right corner is circled in red.

| Contact Type | Default | First Name | Last Name | Phone Number | Extension | Email Address | |
|--------------|---------|------------|-----------|--------------|-----------|----------------------|------|
| Pay To | | Patty | Payto | 3192432864 | | DemoData@DemoData.ci | Edit |

3. Select "Pay to" for the Contact Type.



4. Input First and Last name in the fields.

The screenshot shows a 'Contact' form with the following fields and values:

- Contact Type:** Pay To
- First Name:** Patty
- Last Name:** Payto
- Title:** General Manager
- Salutation:** (empty)
- Event:** (empty)
- Name:** John Deer
- Address 1:** 5250 Nordic Drive
- Address 2:** (empty)
- City:** Cedar Falls
- State/Province:** IA
- Zip/Postal:** 50613
- Office:** +1 (319)243-2864
- Office Fax:** +1
- Other:** +1

Below the form are tabs for **Addresses (1)**, **Phones (3)**, **Emails (1)**, and **Websites (0)**.

The vendor resource allows you to have multiple “Pay to” contacts. The primary contact is denoted by a colored icon and will default as the payee in Bill-Pay. You may only have one primary contact for each contact type.

| Contact Type | Default | First Name | Last Name | Phone Number | Extension | Email Address | | |
|--------------|---------|------------|-----------|---------------|-----------|----------------------|---|------|
| Pay To | | Tammy | PayTo | (319)266-7688 | | DemoData@DemoData.cc | ✕ | Edit |
| Pay To | | Patricia | PayTo | (319)266-7688 | | DemoData@DemoData.cc | ✕ | Edit |

When you want to record a payment, go to Bill-Pay:

The screenshot shows the 'Vendor' ribbon menu with the following options:

- New** (Green plus icon)
- Apply** (Checkmark icon)
- Pay** (Cash icon)
- Checks** (Check icon)
- Bill** (Bottom bar)

Arrows point from the 'Pay' option to a text box containing the following information:

From the Ribbon Menu:
 Tab: **Vendor**
 Control Group: **Bill**
 Option: **Pay**

The primary Pay-to will default on the check. You can click on the magnifying glass for a drop down menu of choices for the Pay-to name.

Kohls Specialties

5250 Nordic Drive
Cedar Falls, IA 50613

****To Print****

11/29/2018



Date

Pay to the
Order of

Carolyn Barnard



0.00

Zero and

Dollars

Memo

| Type | Name | Addr 1 | Addr 2 |
|---------|-----------------|-------------|--------|
| Main | Atlas Match | PO Box 1227 | |
| Payable | Regina Clark | PO Box 1227 | |
| Pay To | Carolyn Barnard | PO Box 1227 | |
| Payable | Doug Lamb | PO Box 1227 | |

e

Re

Due Date

Amount