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How Do You Write a Check?

Tammy Mason - 2017-09-15 - in Vendors

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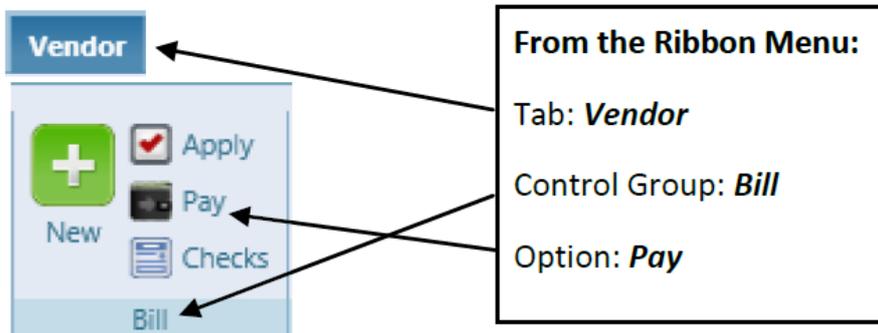
Explanation: In the Vendor-Bill-Pay function, payments that are <u>not marked as "Handwritten Check"</u> are marked as ****To Print****.

Pay: Before printing a check you must record the payment in Bill-Pay to select all the payments you would like to print. **Please NOTE:** The program is designed to use only one pre-printed check per vendor. For this reason, there is a limit of 13 lines of detail on the check stub. If you select over 13 invoices to pay, you will not have the option to print the detail on the check.

Checks: You can then go into the **Vendor-Bill-Checks** feature and batch print these payments. First Select the proper Bank Ledger account. Verify the Starting Check number and select Process. In the event you want to do multiple batch processes, you will be given the option to select which payments to print.

NOTE: The sequence the checks print will be in the order they were entered through **Bill-Pay**.