

Write Checks Overview and Topics

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SedonaOffice Office provides the functionality to write and print checks utilizing the Write Checks function within the Accounts Payable module. The Write Checks function is used when it is need to write one or just a few checks without using the Pay Bills function. Using the Write Checks function provides two options of check writing.

- To a Vendor
- To a Non-Vendor: A Company or individual that has not been set up as a Vendor

If a customer has an existing credit on their account and it is going to be refunded to the customer with a check, this should be done by applying the unapplied item to a Customer Refund from the Customer Explorer - **do not use the Write Checks function for creating Customer Refund Checks.**

Follow the topic links below for instructional information related to Writing Checks.

[Write a Check to a Vendor for Bills](#)

[Write a Check to a Vendor for Parts](#)

[Write a Check to a Vendor for Expense Items](#)

[Write a Check to a Non-Vendor](#)