

# Write a Check to a Vendor for Expense Items

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Follow the instructions below to Write a Check to a Vendor for Expense Items.

1. Navigate to the Main Application Menu and select Accounts Payable/Write Checks.
2. The Write Checks form will be displayed.
3. Pay From Bank Account - select the bank account from which the funds will be used for the check.
4. Select the Vendor radio button then select the Vendor to pay from the drop-down list.
5. Select the appropriate Branch from the drop-down list.
6. In Print Queue - if the check will be printed at a later time, select this option. If the check will be printed once the form is filled out, do not select this option. If you will be printing immediately, make certain to have your check stock ready and loaded into your printer.
7. In the center area of the check form, click on the Expense tab.
8. On the Expense Tab, select the G/L Account, Amount, Branch, Category in the grid area. If the expense is for a Job, select the Job Number and the expense Type.
9. In the check area, type in the amount of the check. Verify the check number that defaulted is the correct check number; correct if necessary.
10. If a document needs to be attached to the Check, press the Apply button then navigate to the Documents tab and either scan in and attach a document or add an existing saved document. If no documents are being attached, proceed to step number 11.
11. Once all information has been filled in, press the Print button located at the lower right of the Write Checks form.
12. The check will display in Print Preview mode. When ready to send the check to the Printer, press the Print & Close button located on the AP Check Preview window.
13. A message will be displayed confirming the check printed correctly and should be marked as printed. Press the Yes button to confirm.

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