

Write a Check to a Non-Vendor

Last Modified on 01/10/2023 1:58 pm EST

Follow the instructions below to Write a Check to a Company or individual that has not been set up as a Vendor. When using this method, only the Expense tab is available. The Bills and Parts tabs are dimmed-out and cannot be used.

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 "Other" radio button.
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.
7. In the Check area, fill-in/verify the following data entry fields:
 - Date - The Date on which the funds will be deducted from the selected bank account.
 - Check # - Verify the check number that defaulted is the correct check number; correct if necessary.
 - Pay to the Order of - Type in the name of the person or company to whom the check is being written.
 - Amount - Type in the total amount of the check.
 - Address Label - Type in the address of the Payee; optional, however if the check will be mailed, fill in this field.
 - Memo - This field is optional; information that will print in the memo field on the check.
8. In the center section of the Write Checks form are three tabs: Bills, Parts, Expense. When writing an "Other" type check, only the Expense tab is available. 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. 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 10.
10. Once all information has been filled in, press the Print button located at the lower right of the Write Checks form.
11. 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.
12. 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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