

Write Checks Feature

Last Modified on 09/12/2024 5:32 pm EDT

SedonaOffice has a write checks feature that allows users to jump straight to cutting the check without having to enter an AP bill.

1. Click on Accounts Payable – Click on Write Check
2. When the Write Checks window opens, Click on Vendor - Select the Vendor – Fill in the Date/Amount – Enter ACH in the CHECK# field – Then Select the bills to be paid

**** If the payment was made via ACH or CC, DO NOT select the In Print Queue**

3. Click on Apply – Then Click on Save

Due Date	Discount Date	Discount Amt	Ref Num	Branch	Bill Amt	Amnt Due	Paid
1/1/2023	1/1/2023	0.00	1231456	Alabama	25.00	25.00	25.00
1/10/2023	1/20/2023	2.50	11023	MI	50.00	50.00	50.00
1/10/2023	1/20/2023	5.00	12346	MI	100.00	100.00	100.00
1/10/2023	1/20/2023	30.00	123456	MI	600.00	600.00	
1/10/2023	1/20/2023	3.25	4454674	MI	65.00	65.00	

4. Open the Vendor – Click on Payments - the Bill shows paid by ACH

Check Date	Check #	Bank Account	Branch	Amount	Memo
7/3/2023	ACH	100200	OH	220.00	Paid multiple bills via s
Totals				220.00	

5. Go to the GL for that bank account and the transaction will also show as ACH payment

Reg No.	Date	Type	Check No.	Status	Name	Branch	Amount	Balance
	7/1/2023				** Beginning Balance **			2,076,492.10
809171	7/3/2023	BILLPYMT	2513	O	A Subcontractor - 2	OH	-50.00	2,076,442.10
809172	7/3/2023	BILLPYMT	2514	O	A+ Cleaning Services	OH	-1,617.72	2,074,824.38
809174	7/3/2023	BILLPYMT	2515	O	American Express	OH	-100.00	2,074,724.38
809181	7/3/2023	BILLPYMT	ACH	O	ABC Disposal Service, Inc	OH	-220.00	2,074,504.38

6. That transaction should also show when reconciling the bank account as an ACH

Payments						
	Date	Type	Check No.	Name	Amount	Status
<input type="checkbox"/>	7/3/2023	BILLPYMT	2513	A Subcontractor - 2	50.00	O
<input type="checkbox"/>	7/3/2023	BILLPYMT	2514	A+ Clean Services	1617.72	O
<input type="checkbox"/>	7/3/2023	BILLPYMT	2515	AM...	100.00	O
<input type="checkbox"/>	6/7/2023	BILLPYMT	62223	...ing Services	1617.72	O
<input type="checkbox"/>	7/3/2023	BILLPYMT	ACH	Abc Disposal Service, I...	220.00	O
<input type="checkbox"/>	6/16/2023	CHK	2500	teststet	100.00	O

- **NOTE:** If you want to make a bill payment through the normal bill payment process, but do not want to print a check for the payment, you can make the payment as normal and then Uncheck In Print Queue and add ACH as the check number then save.

The screenshot shows the 'Write Checks' application window. The main form is for 'Demo VS Manitou' with a date of 7/1/2024 and a payment amount of \$650.00. The 'Pay From Bank Account' is '100100 CHASE BANK*'. The 'Pay To' is 'A Subcontractor'. The 'Check No.' field is highlighted in red and contains 'ACH'. The 'In Print Queue' checkbox is checked and also highlighted in red. A red arrow points from the 'ACH' field to the 'In Print Queue' checkbox. Below the main form, there is a 'Bills List' table with columns: Due Date, Discount Date, Discount Amt, Ref Num, Branch, Bill Amt, Amt Due, and Paid.

Due Date	Discount Date	Discount Amt	Ref Num	Branch	Bill Amt	Amt Due	Paid
7/7/2024	4/2/2024	0.00	123456	Kinston	500.00	500.00	500.00
4/30/2024	4/30/2024	0.00	1919-3906	OH	150.00	150.00	150.00