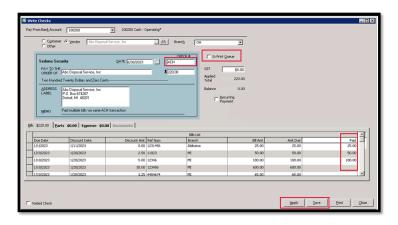
Write Checks Feature

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.

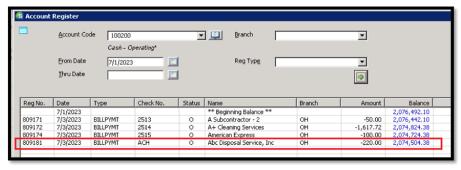
- 1. Click on Accounts Payable Click on Write Check
- 2. When the Write Checks window opens, Click on Vendor Select the Vendor Fill in the Date/Amount Enter ACH in the CHECK# field Then Select the bills to be paid
- ** If the payment was made via ACH or CC, DO NOT select the In Print Queue
 - 3. Click on Apply Then Click on Save



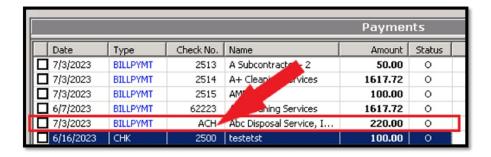
4. Open the Vendor - Click on Payments - the Bill shows paid by ACH



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



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



• **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.

