

# Quick Check

Last Modified on 10/24/2024 11:14 am CDT

Vendor Checks not processed through the Accounts Payable area of the program (except payroll checks) should be entered at the *Quick Check* screen. This includes manually written checks, checks cut to one time vendors, and Prepay Checks to vendors that are not for specific product. However, Quick Checks should not be used to pay for inventory that has been received. Quick Checks are entered through *G/L / Quick Check* or the **Quick Check** shortcut.

To be able to post an incidental check to someone who will not be a regular vendor, add a Miscellaneous vendor in the Vendor list to be used for those entries.

- **General Ledger** – Two Vendor-Type (P-Type) Journal Entries are made and the G/L account balances are updated.
- **Vendor Bill** – An entry is made into the table with the A/P Bills.
- **Vendor Disbursement Record** – An entry is made to this table which causes the check to show up on the Vendor's *Activity* tab in the *Payment* column.
- **Vendor Balance** – The balance is only affected if the *Prepay* option is set. In this case, the Prepay balance is increased by the *Amount \$* figure.

The screenshot shows the 'Add a Quick Check' window with the following details:

- Vendor:** Nbauto, N and B Auto Parts
- Regular:** 0.00, **Prepay:** 0.00
- Bill Date:** 11/28/2023
- Due Date:** 11/28/2023
- Invoice #:** 042706
- Use Prepay:**
- 1099 Amount:**
- 1099 Pay:**
- Predefined Split:** Split ID (dropdown), Amount (input), Acct ID (input), Apply button
- Expense Breakdown Table:**

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle ID>
1	6030000-00	Shop Expenses	62.87			
- Buttons:** Import File, Import PO, Save, Cancel
- Summary:** Gross \$ 62.87, Discount (input), Net \$ 62.87

- **Bill Date** – Enter the date of the Bill being paid.
- **Due Date** – Enter the due date on the Bill.
- **Invoice #** – Enter the Vendor's Invoice number which must be a unique number to this Vendor.

- **Description** – Enter any notes or comments. These do not print on the check but become part of the Journal Entry detail.
- **PO #** – Optionally enter a Purchase Order number.
- **Notes** – Optionally enter notes for this Quick Check.
- **Use Prepay** – This is used to enter a Prepay check to the Vendor, not paying for specific Product. This checkbox forces the debit account to be A/P (as defined at *Setup / Locations* on the *Preferences* tab). It also causes the Vendor's Prepay balance to be affected by the amount of the check.
- **1099 Amount** – If this Vendor is marked to receive a 1099, this option is available. Enter the amount of this Quick Check that applies to the Vendor's 1099 amount.
- **1099 Pay** – If this Vendor is marked on the *Vendor* file to receive a 1099, this checkbox is available. If this payment should not be included in the Vendor's 1099 amount, uncheck this option. If the payment should be included in the 1099 amount, this should be checked.
- **G/L Account** – This defaults to the *Default Expense Account ID* at the selected vendor's *1099/Payment Info* tab if one is set. Double-click in the field to select accounts or add additional accounts.
- **\$ Amount** – Enter the amount to be posted to the General Ledger Account specified.
- **Comment** – Optionally enter a comment for each line. This comment will show on some A/P and G/L reports.
- **Quantity** – If a quantity should be included in the Journal Entry, enter the quantity here.
- **Vehicle** – If this expense is associated with a Vehicle, double-click and select the Vehicle from the list. Entering Vehicles on expenses allows a *Vehicle Expense* report to be run.
- **Predefined Split** – To use this, the splits must be defined at *Setup / G/L / G/L Splits*.
- **Split ID** – Choose from the list of predefined splits.
- **Amount** – Enter the total amount to be divided among the accounts named in the split.
- **Acct ID** – This is used only if using the *Wild Card* option of the *Split Out* feature. Enter a complete valid account, and the corresponding group of related accounts is split according to the predefined split. For example, enter 61\* in the *Acct ID* and all 6100 accounts will be split out according to the selected split arrangement.
- **Import File** – This is not used for Quick Checks.
- **Import PO** – If the Bill is associated with an A/P PO, the information from the PO may be imported by using this.

After selecting **Save** on the *Add a Quick Check* screen, the next screen displays for details of the check.

**Quick Expense Check**

Date: 11/28/2023

Check #: 51927

<Checking Acct>: 1010000-00

Check/J.E. Description: [Empty]

Print on Save  
 Preview on Save  
 Neither

Test Pattern

Pay to the order of

Vendor ID: Nbauto

Name: N and B Auto Parts

Address 1: [Empty]

Address 2: North Route 34

City: Findlay

State: IL Zip: 62333

<Country>: [Empty]

Save

- **Date** – Enter the date of the check.
- **Check #** – Enter the check number. The entry in this area must be numeric. Letters cannot be used in this field.
- **Checking Acct** – This defaults to the Disbursement account indicated at *Setup / Locations* on the *G/L* tab.
- **Check/JE Description** – Optionally enter a description to print on the check stub and show on some A/P and G/L reports
- **Name/Address1/Address2/City/State/Zip/Country** – This automatically displays from the Vendor file but may be overridden.
- **Print Options** – *Print on Save* prints the check. *Preview on Save* brings the check up on the screen which may then be printed. *Neither* posts the check as a Vendor disbursement but doesn't print any document.

Vendor Journal Entry	Debits	Credits
For each expense account shown in the grid	\$ indicated	
Accounts Payable		Total \$
Accounts Payable	Total \$	
Checking account (from <i>Setup / Locations / G/L Posting</i> )		Total \$

If G/L Accounts are not displaying, this is related to User setup. Edit the user at *Hub / Setup / Users*. On the *General Restrictions* tab, set the *Profit Center Location Default* selection to *All*.

Edit a User Robert Ellis (1RE)

Profile | General Restrictions | **Advance Apps**

**Restricted G/L Categories**

	G/L Categories	Restricted
1	Asset (Current)	<input type="checkbox"/>
2	Asset (Inter.)	<input type="checkbox"/>
3	Asset (Long Ter...)	<input type="checkbox"/>
4	Liability (Current)	<input type="checkbox"/>
5	Liability (Inter.)	<input type="checkbox"/>
6	Liability (Long T...	<input type="checkbox"/>

**Restricted Profit Centers**

	Profit Center	Restricted
1	00	<input type="checkbox"/>
2	01	<input type="checkbox"/>
3	02	<input type="checkbox"/>
4	03	<input type="checkbox"/>
5	04	<input type="checkbox"/>
6	05	<input type="checkbox"/>

Allow CRM Category/SubCategory edits  
 Allow Access to Custom Reports Export  
 Allow Changing Printout Weight (Ranco)  
 Ignore NIST Handbook 44 Standards

**Restricted Locations**

	Location ID	Products	Customers	Login	Vendors
1	00MAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	01IND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	02MISO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	03MINN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	04STIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Right Click on a Locations Restricted value to copy down to other locations

Login Location Default: All  
 Customer Location Default: Current  
 Applicator Location Default: Current  
 Employee Dept Location Default: Current  
**Profit Center Location Default: All**  
 Product Location Default: Current  
 Vendor Location Default: Current  
 Vehicle Location Default: Current  
 Dispatch Work Order Default: Agronomy  
 Mobile Inventory - Disallow Quantity Entry:

View Cost Information  
 Restrict From Average Cost  
 Restrict From Last Cost  
 Restrict From Replacement Cost  
 Restrict From Estimated Average Cost  
 Restrict From Replacement 2 Cost  
 Restrict From Replacement 3 Cost  
 Restrict From Replacement 4 Cost

Start With User | Save | Cancel

The General Ledger Accounts should then display at the *Quick Check* screen.

The *Default Quick Check Printer* is indicated at *Accounting / Setup / Preferences* on the *G/L* tab.

Preferences

General | Inventory | Inventory Purchase | A/R | A/P | **G/L** | Payroll

<Default Retained Earnings> 3500000-00

Include UAC in move prepay function

Print Location Heading on Checks  Only allow quick check to global location

**Default Quick Check Printer: ADOBE PDF**

GL Cash Acct Classification [dropdown] Top Margin Adjustment 200 Last Memo Check # 10

Define Checking Accounts