

Quick Check

Last Modified on 02/15/2024 1:56 pm CST

Overview

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.

Add a Quick Check

<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

Description 1099 Amount 1099 Pay

PO #

Notes

Use Prepay

Predefined Split

Split ID

Amount

Acct ID Apply

Expense Breakdown

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle ID>
1	6030000-00	Shop Expenses	62.87			

Import File

Import PO

Gross \$ 62.87

Discount

Net \$ 62.87

Save

Cancel

- **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

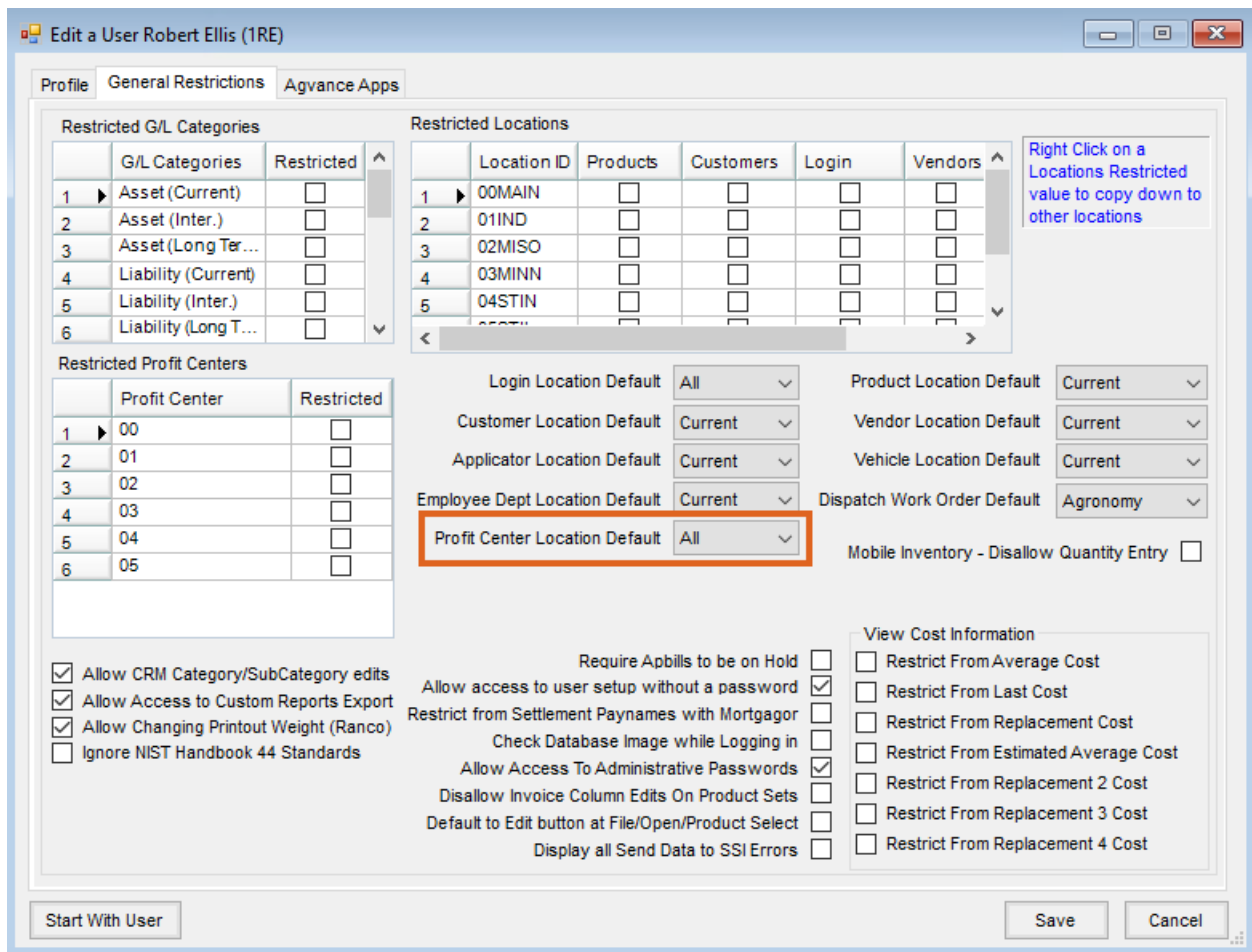
<Country>: [Empty]

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*.



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

Quick Check Process

Pay Bills not created through A/P or purchasing, such as manual or one time checks, and send generic prepay to vendors.

1. Navigate to *Accounting / G/L / Quick Check* or choose the **Quick Check** shortcut and choose the appropriate vendor.
2. On the *Add a Quick Check* window, enter the *Bill Date*, *Due Date*, and *Invoice #*. The *Description* and *PO #* are optional.
3. In the *Expense Breakdown* grid, double-click the G/L Account and select the accounts to affect. Enter the amount to be posted to those accounts.

4. Select **Import PO** to import any A/P Purchase Orders into the Quick Check.

Note: Select the *Use Prepay* option to create a generic vendor prepay. This automatically populates the grid with the Accounts Payable account number as defined at *Accounting / Setup / Locations* on the *G/L Posting* tab.

This also affects the Vendor's Prepay balance by the amount of the check.

5. Select **Save**.

6. At the *Quick Expense Check* window, select the *Date* of the check. Verify the *Check #* and *Checking Acct.* A *Check/J.E. Description* may be entered and will print on the check stub.
7. The *Name* and *Address* default into the window from the Vendor file. If necessary, the vendor *Name, Address 1, Address 2, City, State, Zip,* and *Country* may be edited. This information is used to prepare the check.
8. Select the *Print* option. Choosing *Print on Save* prints the check upon selecting **Save**. Choosing *Preview on Save* opens the check in a new window and will print the check upon closing the window. Selecting *Neither* records the check in Agvance but does not print the check.
9. Select **Save**.