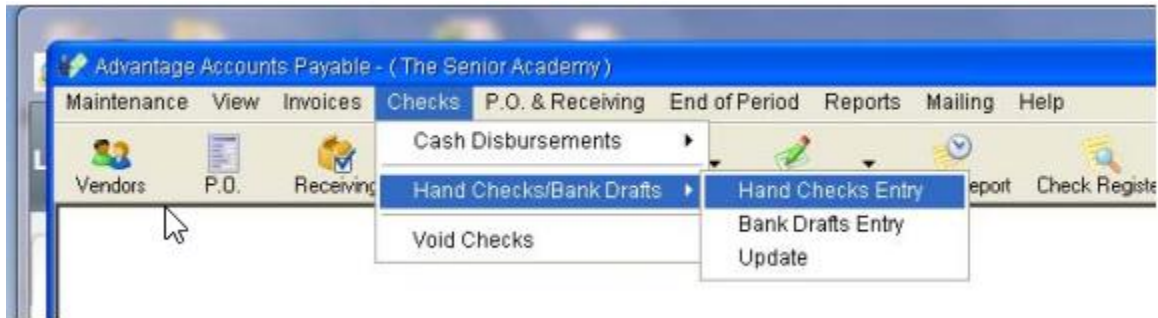
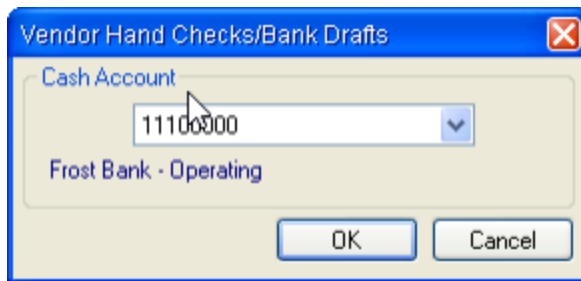


How do I enter a hand check?

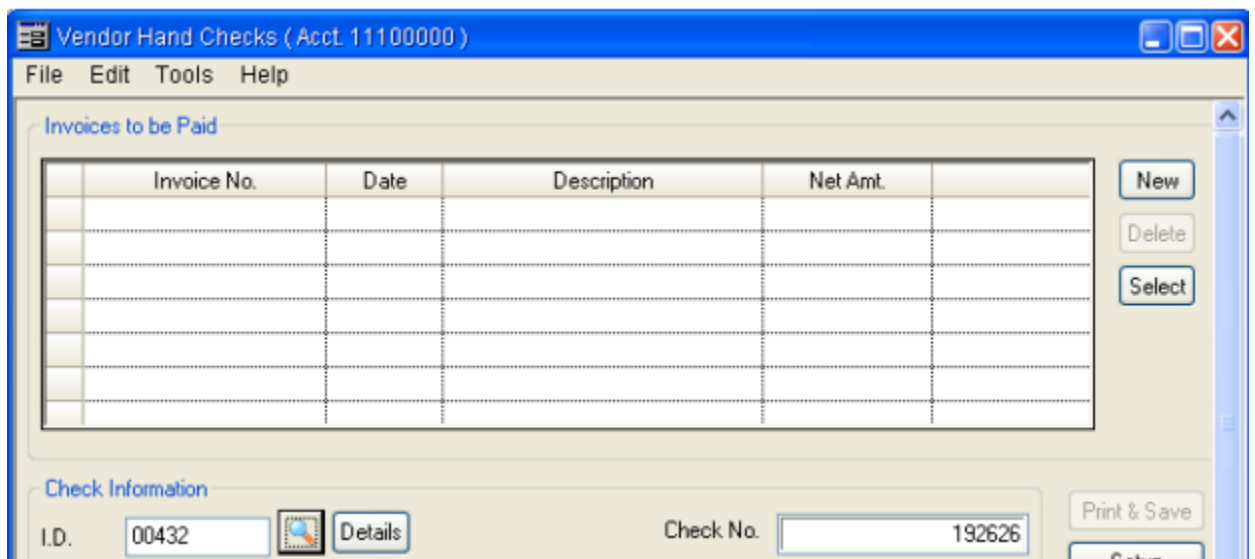
1. Go to Checks – Hand Checks – Hand Checks Entry



2. Select the bank



3. Choose the Vendor



4. Select the Invoice if one exists

Invoice No.	Date	Description	Terms	Due	Invoice Amt	Discount Amt
120516121457	05-16-12	test	Net 30	06-15-12	\$70.00	\$0.00

5. Or, create a New one

Vendor Information
I.D. 00432
1666 Main Street Corp
384 Woodknoll Way
Dallas, TX 75627
Tel No.

Invoice Information
Number
Date 06-23-2012
Amount 1099
Desc.
Terms / Net 30 or Due Day
Proj. No.

General Ledger Account Distributions
 Prepaid For Next Year

Account No.	Sub Ledger	Dist. Amt.	Account Description

6. Once the invoice is Chosen or Entered, verify the check number, amount, and date are correct.

Vendor Hand Checks (Acct. 11100000)

File Edit Tools Help

Invoice No.	Date	Description	Net Amt.
120516121457	05-16-2012	test	70.00

Check Information

I.D. Check No.

Name Check Date

Address

7. Print & Save if you need to print a physical copy of check
8. Save to just record a check already written.