

## Manual Payment

Last Modified on 04/12/2023 4:32 pm EDT

This is used to record a manual check or EFT that has already been issued. Before you can enter manual payment information, an A/P invoice must have already been entered for the vendor.

### **You can record a manual payment from three different places:**

1. Directly in invoice entry there is a manual check button. This will create a manual payment for the invoice on the screen. The manual payment and the invoice are posted immediately upon entry.
2. From the main menu go to Daily > Manual Payment. This will force you to key the vendor ID before continuing.
3. Select vendors and choose any of the summary or detail menus. Click the Manual Payment button to do a manual check or EFT.

**View by:** Allows you to select the sort order of the unpaid invoices displayed. This is especially helpful if this is a payment card vendor, where you have many invoices to tag to be included in the payment entry.

The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to pay part of an invoice by checking which distributions you want to pay at the bottom. Check all the invoices you wish to pay and click the Manual Check or EFT button, depending on how you would like the C/D recorded.

**Number of invoices:** Number of invoices to be paid.

**Amount:** The total payment amount.

**Checkbook:** The checkbook to record the payment under. Either start keying the checkbook name or click on the dropdown arrow to select the appropriate checkbook.

**Cash Account:** If you have multiple cash accounts, select which one you want this payment charged. Cash accounts are set up under the checkbook.

**Check number / EFT:** If a manual check, this is the check number. If an EFT, this is a transfer number or any description you wish to enter.

**Period:** The accounting period the payment will be recorded in General Ledger.

**Date:** The date of the payment, defaulted to today.

The check will be recorded upon clicking OK. If the amount is incorrect, click the cancel button to return to the prior screen and check the invoices you wish to pay.

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