## How do I enter a hand check?

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

Maintenance	View	Invoices	Checks	P.O. & Receiving	End	l of Period	Reports	Mailing	Help
82		-	Cash	Disbursements	•	. 1	-	3	E.
Vendors	P.0.	Receiving	Hand	Checks/Bank Drafts	•	Hand C	hecks Entr	y eport	Check Re
3			Void C	hecks		Bank Dr Update	afts Entry		

2. Select the bank

Vendor Hand Checks/Bank Drafts	
Frost Bank - Operating	~
ОК	Cancel

3. Choose the Vendor

🗃 Vend	or Hand Checks ( A	cct. 11100000 )				
File Ed	dit Tools Help					
Invoice	s to be Paid					
	Invoice No.	Date	Description	Net Amt.		New
_						Delete
						Salact
						Jelect
Check	Information			le		Print & Save
I.D.	00432	Details	Check No.		192626	Cabin



4. Select the Invoice if one exists

Select Vendor Unpaid Invoices - (1866 Main Street Corp.)									
٢	Unpa	id Invoices							
		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

📴 Purchase Entry ( for Hand Che	ck/Draft)			
File Edit Tools Help				
Vendor Information	Invoice	Information		
I.D. 00432 Details	Number		Assign	Save
1666 Main Street Corp	Date	06-23-2012		Cancel
384 Woodknoll Way	Amount		1099	
Dallas, TX 75627	Desc.			
	Terms	1	Net 30 or Due Day	Create Asset
Tel No.	Proj. No			
General Ledger Account Distributio	ns			
Prepaid For Next Year				
Account No.	Sub Ledger D	)ist. Amt.	Account Description	New New

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



	📰 Vendor Hand Checks (Acct. 11100000 )									
F	ile	Edit Tools Help								
		Invoice No.	Date	Descripti	on	Net Amt.			New	^
		120516121457	05-16-2012	test		70.00		_	Delete	
								-		
									Select	
L								_		
6	Cheo	k Information								
	I.D.	00432	Details		Check No.		192626	Print	& Save	Ξ
	Nam	e 1666 Main Street Corp	0		Check Date	e 06-23-2012		3	erup	
	۵ddr	384 Woodknoll Way			Charle Arek			5	jave	

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