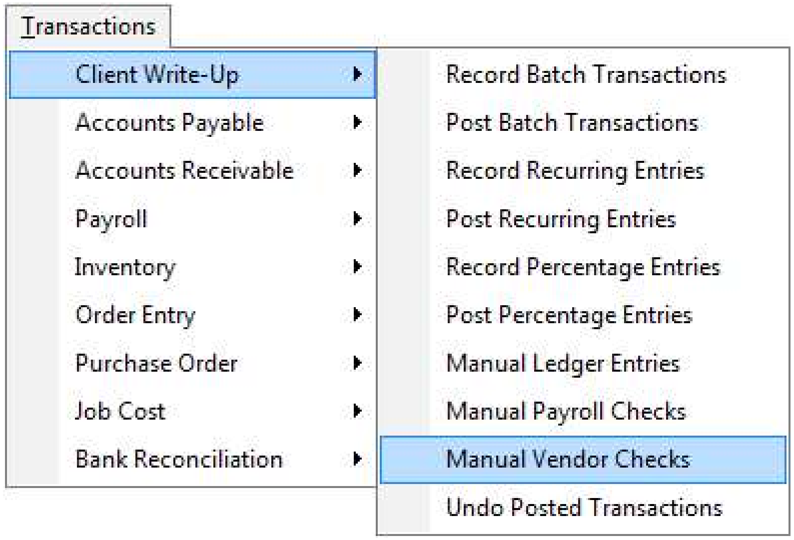
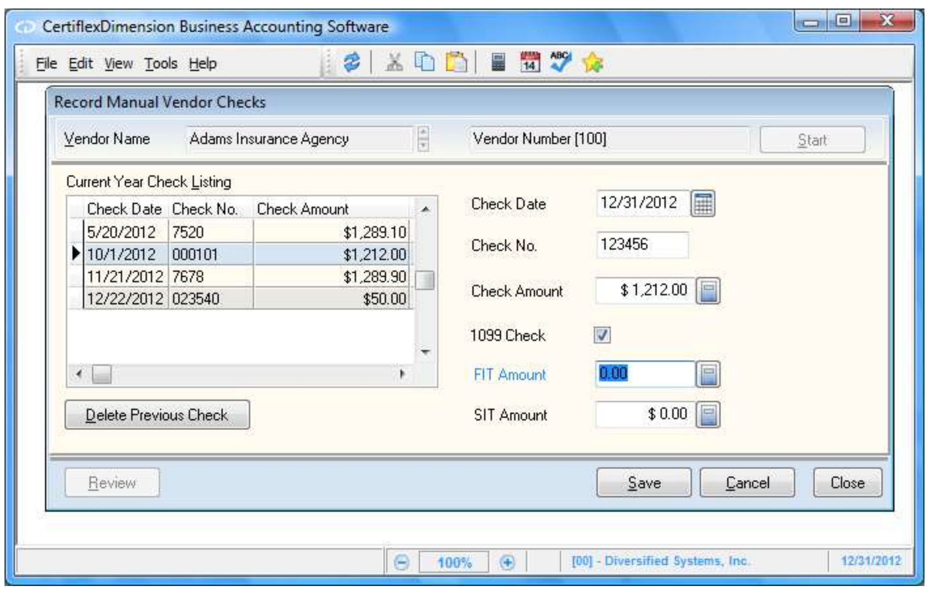
Manual Vendor Checks

This option allows you to enter vendor check information to update vendor history only. Entering vendor checks from this option will not update ledger files.

To renter and post manual vendor checks, click **>Transactions >Client Write-up >Manual Vendor Checks**.



Record Manual Vendor Checks



- **Vendor Name:** Select the name of the vendor you are entering the check for. Click **>Start** to begin recording the vendor check.
- **Current Year Check Listing:** This field will show all the checks for this vendor for the current fiscal year.
- **Check Date:** Enter the date of the check.
- **Check No.:** Enter the check number.
- **Check Amount:** Enter the total amount of the check.
- **1099 Check:** If this vendor check is to be included on the vendor 1099, check this box.

- **FIT Amount:** If there is an FIT amount associated with this vendor check, enter that amount in this box.
- **SIT Amount:** If there is an SIT amount associated with this vendor check, enter that amount in this box.

After entering the check information, click **>Save** to save the check.

To delete a vendor check, select the vendor name and click **>Start.** Select the check you wish to delete from the Current Year Check Listing and click **>Delete Previous Check**. Deleting a vendor check will update the vendor history only and not the ledger accounts.