Misc Cheque Processing

Misc Cheque Input

2. ACCOUNTS PAYABLE…à5. MISC. CHEQUE PROCESSING…à1. MISC. CHEQUE INPUT

Miscellaneous Cheques are those written to a vendor that is not currently set up in as a vendor in **2. accounts payable à 1. data maintenance à 1. Vendor master**, consequently the **vendor name** (payee) and **address** must be manually typed in. You may print the cheques or use hand-written cheques, whichever you prefer, but you can not mix the two together in the same batch. Entries may be made to the current financial period or one in the future, but more than one financial period in a batch is not permitted. Since this option is designed for cheques written to non-vendors, the majority of the fields are the same as if you were entering a vendor invoice for the first time.

2. Cheque #

Press [**enter**] to accept the default cheque number taken from **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM PARAMETERS** or enter the cheque number to use.

4. date

Enter the date of the cheque. Because this process can be used to record cheques that were written earlier in the period, any date is allowed, even a date for a prior period.

7. gross

Enter the amount of the cheque.

8. fed tax amt

This amount will NOT be automatically calculated, it must be manually entered.

10. Discount 1
11. Discount 2

In a regular transaction, these amounts are calculated from the information contained on the vendor record. Since miscellaneous cheques are for those vendors without a vendor record, this process requires that any discounts taken be manually entered.

13. fin period

Enter the **financial period** for the general ledger transactions that will be created during the **update** process. You may not use a financial period that has been closed in the **General Ledger**. You may use a financial period in the future, however you may not mix the financial periods in one batch. Should there be cheques to record from two separate periods, enter the cheques for one period first, and complete the steps through to update. Then repeat the steps for the second financial period.

14. Payee
15. Address

Enter the name and address of the vendor **exactly** the way you wish them to appear on the cheque form.

19. Remarks

Enter remark you wish to have printed on the cheque in exactly the way you wish them to appear. There is no formatting for this field.

21. Br / Account / Job num / D / Po no / Amount

Because **miscellaneous cheques** also record the vendor invoice at the same time as the cheque, the distribution that is required is to the expense portion of the transaction, **not** the bank as with **manual cheques** as entered in **2. Accounts payable à 4. transaction processing à 1. transaction input,** type [**2**]. That is because the manual cheques are paying invoices already recorded in the system and therefore, the expense side has already been done.

Misc Cheque Edit List

2. ACCOUNTS PAYABLE…à5. MISC. CHEQUE PROCESSING…à2. MISC. CHEQUE EDIT LIST

You may print the **Edit List** to verify your work before moving onto the next steps. As with other edit lists, a **General Ledge Summary Edit List** is also generated so that you may double-check the distributions of both the cheque and the invoice.

Misc Cheque Run – Create

2. ACCOUNTS PAYABLE…à5. MISC. CHEQUE PROCESSING…à3. MISC. CHEQUE RUN-CREATE

If you are recording a hand-written cheque, you may skip directly to the **Misc cheque Update** step, however if you are now required to print the cheques you've entered, continue with the steps for **Create**, **Align** and **Print** before selecting **Misc cheque Update**.

The creation of the file for printing cheques has no other screen, simply select the option from the menu and the file will be created.

Misc Cheque Run – Align

2. ACCOUNTS PAYABLE…à5. MISC. CHEQUE PROCESSING…à4. MISC. CHEQUE RUN-ALIGN

If you have switched paper on your printer in order to print the cheques, run the alignment option until you are satisfied with the set-up and then proceed to the **Print** option.

Misc Cheque Run – Print

2. ACCOUNTS PAYABLE…à5. MISC. CHEQUE PROCESSING…à5. MISC. CHEQUE RUN-PRINT

Your cheques will be printed.

Misc Cheque Run – Update

2. ACCOUNTS PAYABLE…à5. MISC. CHEQUE PROCESSING…à6. MISC. CHEQUE RUN-UPDATE

When all cheques have been recorded and printed, run the **misc cheque Update** option to post the information. A **Transaction Journal** and a **General Ledger Summary Journal** will be printed.

Revision #1
Created 2018-11-14 13:47:28 UTC by Jim
Updated 2021-09-15 23:56:00 UTC by Jim