

POSTING A MANUAL CHECK

1. Posting Date – Date of check or current date
2. Document Type – Payment
3. Document No – Check number
4. Account Type – Vendor
5. Account No. – Vendor Number
6. Posting Group – click on arrow and select account to post to
7. Amount – skip if there is an invoice set up for payment. Otherwise enter amount
8. Stock# - enter stock number of vehicle if applicable
9. Applies to Doc type – leave blank
10. Applies to Doc No – click on arrow and select invoice for payment if set up
11. Bank Payment type – clear this field (hit delete button)
12. Continue with above steps until you've satisfied all payment entries
13. The last entry should be the credit to the bank

Batch Name: DEFAULT

Posting Date	Document Type	Document No.	Account Type	Account No.	Posting Group	Description	Amount	Bal. Accou...	Bal. Account ...	Stock #	Applies-to Doc. Type	Applies-to Doc. No.	Bank Payment Type
05/22/08	Payment	4000	Vendor	19651	TITLE	State Of New Jersey-Cbt	10.00	G/L Ac...			0301 Invoice		565
05/22/08	Payment	4000	Vendor	19651	TITLE	State Of New Jersey-Cbt	10.00	G/L Ac...			0301 Invoice		567
⇒ 05/22/08	Payment	4000	Bank Ac...	OPERAT...		Commerce Bank	-20.00						

Account Name: Commerce Bank Bal. Account Name: Commerce Bank

Balance: 0.00 Total Balance: 0.00