

Purchase Invoice

1. Enter the 'buy from' vendor number. If you don't know it, look it up.
2. Enter 'vendor invoice number'
3. Enter 'purchaser' code
4. 'Type' is Account G/L
5. 'No.' is the account number this expense gets applied to
6. Fill in 'Quantity' and 'Unit Cost'
7. Now you are ready to post, so go for it!
8. It could be useful to select 'Post and print' for a while – so that you have a record of the journal register
9. Now you are ready to write the check....

Writing Checks

1. Go into the Payment Journal
2. Select 'Payment' and then 'Suggested Vendor payment'
3. Enter the vendor number
4. Go on to the options menu and check out the appropriate information, i.e. posting date, bank account, bank payment type
5. Choose OK, and some info will be filled in on the Payment Journal card
6. Select 'Payment' then 'Print check'
7. Review the check for accuracy
8. Choose 'Post' then 'Post and print'