

Write Checks Feature

07/29/2024 6:09 pm EDT

SedonaOffice has a write checks feature that allows users to jump straight to cutting the check without having to enter an AP bill.

1. Click on Accounts Payable – Click on Write Check
2. When the Write Checks window opens, Click on Vendor - Select the Vendor – Fill in the Date/Amount – Enter ACH in the CHECK# field – Then Select the bills to be paid

**** If the payment was made via ACH or CC, DO NOT select the In Print Queue**

3. Click on Apply – Then Click on Save

Due Date	Discount Date	Discount Amt	Ref Num	Branch	Bill Amt	Amt Due	Pad
1/1/2023	1/1/2023	0.00	121456	Alabama	25.00	25.00	25.00
1/1/2023	1/29/2023	2.50	11023	MI	50.00	50.00	50.00
1/1/2023	1/29/2023	5.00	12346	MI	100.00	100.00	100.00
3/1/2023	3/29/2023	30.00	12346	MI	600.00	600.00	600.00
11/1/2023	1/29/2023	3.25	145678	MI	65.00	65.00	65.00

4. Open the Vendor – Click on Payments - the Bill shows paid by ACH

Check Date	Check #	Bank Account	Branch	Amount	Memo
7/3/2023	ACH	100200	OH	220.00	Paid multiple bills via s
Totals				220.00	

5. Go to the GL for that bank account and the transaction will also show as ACH payment

Account Register

Account Code: 100200 Branch: []
 Cash - Operating*
 From Date: 7/1/2023 Reg Type: []
 Thru Date: []

Reg No.	Date	Type	Check No.	Status	Name	Branch	Amount	Balance
	7/1/2023				** Beginning Balance **			2,076,492.10
809171	7/3/2023	BILLPYMT	2513	O	A Subcontractor - 2	OH	-50.00	2,076,442.10
809172	7/3/2023	BILLPYMT	2514	O	A+ Cleaning Services	OH	-1,617.72	2,074,824.38
809174	7/3/2023	BILLPYMT	2515	O	American Express	OH	-100.00	2,074,724.38
809181	7/3/2023	BILLPYMT	ACH	O	Abc Disposal Service, Inc	OH	-220.00	2,074,504.38

6. That transaction should also show when reconciling the bank account as an ACH

Payments

Date	Type	Check No.	Name	Amount	Status
7/3/2023	BILLPYMT	2513	A Subcontractor - 2	50.00	O
7/3/2023	BILLPYMT	2514	A+ Cleaning Services	1617.72	O
7/3/2023	BILLPYMT	2515	AMERICAN EXPRESS	100.00	O
6/7/2023	BILLPYMT	62223	A+ Cleaning Services	1617.72	O
7/3/2023	BILLPYMT	ACH	Abc Disposal Service, I...	220.00	O
6/16/2023	CHK	2500	testetst	100.00	O

- **NOTE:** If you want to make a bill payment through the normal bill payment process, but do not want to print a check for the payment, you can make the payment as normal and then Uncheck In Print Queue and add ACH as the check number then save.

Write Checks

Pay From Bank Account: 100100 100100 CHASE BANK*

Customer: A Subcontractor Branch: OH

DATE: 7/1/2024 CHECK NO.: [] In Print Queue

PAY TO THE ORDER OF: A Subcontractor \$650.00

Write Checks

Pay From Bank Account: 100100 100100 CHASE BANK*

Customer: A Subcontractor Branch: OH

DATE: 7/1/2024 CHECK NO.: ACH In Print Queue

PAY TO THE ORDER OF: A Subcontractor \$650.00

Applied Total: 650.00 Balance: 0.00

MEMO: A Subcontractor 6500 Breckville Road Garfield Heights, OH 44125

Bills: \$650.00 | Parts \$0.00 | Expense \$0.00 | Documents

Due Date	Discount Date	Discount Amt	Ref Num	Branch	Bill Amt	Amt Due	Paid
4/30/2024	4/30/2024	0.00	1919-3596	OH	150.00	150.00	150.00

Save Print Close