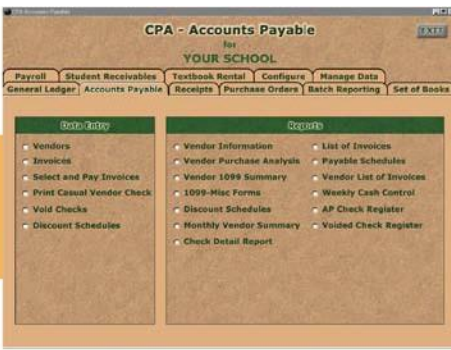
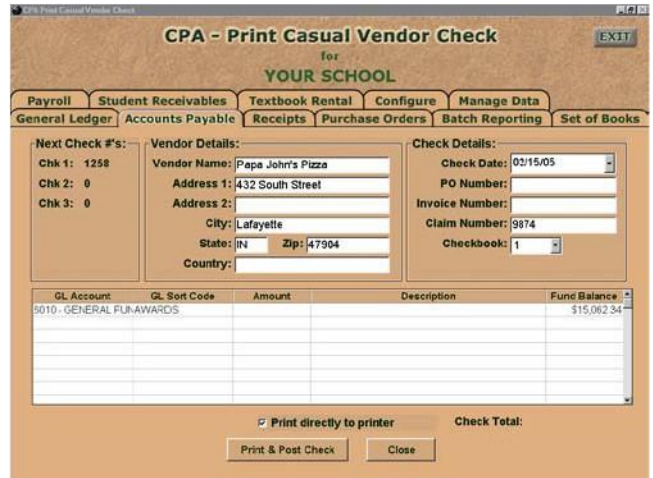


Questions & Answers about Your CPA Software: ACCOUNTS PAYABLE



Q. How do I print a casual vendor check?

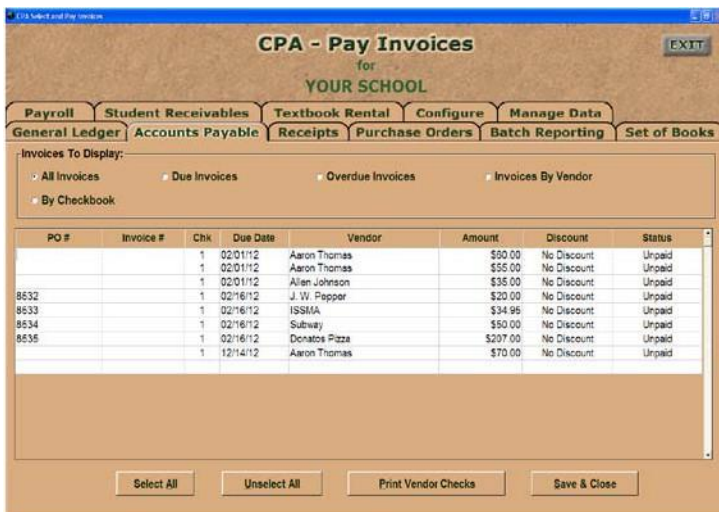
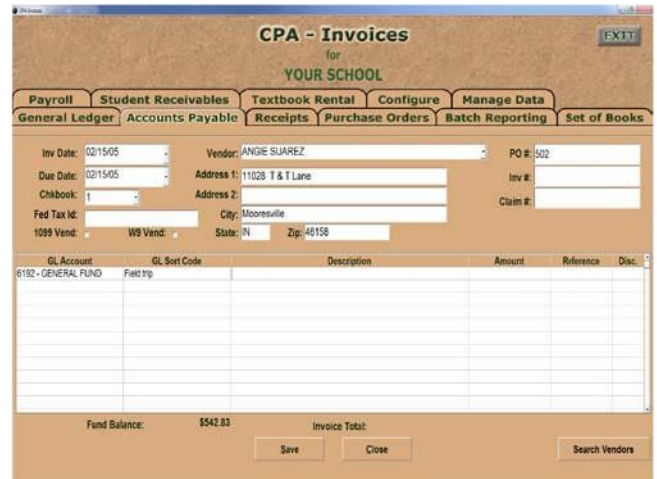
A. Select Print Casual Vendor Check from the Accounts Payable menu. Type in the vendor name and address (if using a Window envelope). Type in the PO#, Invoice # and/or Claim #. The check date will default to today's date. Select the 6000 account number from the drop down box or type in the name of the account you are taking the money from. Select the sort code from the drop down box, create a new sort code or leave that field blank. Type in a description of what you are purchasing and the dollar amount of that item. If you are taking the money from more than one account, type in the next account number and the description along with the dollar amount from that account. When you have finished entering the amount, click the Print & Post button to print the check.



Q. How do I add an invoice and print a check?

A. Go to Invoices on the Accounts Payable tab. The invoice date will default to today's date. You may select a different date by clicking on the down arrow and using the calendar. You will select the vendor by clicking the drop down box or typing the first few characters of their name.

You may also add a new vendor. You may assign a PO number to the invoice, due date and invoice number. Type or select the 6000 account number from the drop down. Select a sort code or add a new sort.



Type in a description of what you are purchasing and the amount of the line item. Seven line items will print on a check. The fund balance will display and the program will warn you if you are going to overdraw the account. Once you have finished entering the line items, press Save. You will then click on Select/Pay Invoices. The program will ask if you would like to clean the invoice file. If you answer Y, you will be asked for a date. The date will default to the current date but you can type in a new date if desired. This will take all the paid and cancelled invoices out of that file. You will select the invoices to pay by pressing Select All or selecting the individual invoices. To print checks, click on Print Vendor Checks. The check number and the current date will be displayed. You may change either one. You can print checks one at a time, post checks only or print and post checks.



Did this help? Questions? If not, we're here! E-mail: support@sspro.com or call (765) 423-4472. You arrived on this page when you clicked on the Frequently Asked Questions button. To return to your program, simply close this window (upper right corner X).