Overview

The <<AP, Single Check>> function allows you to post one check which can be billed to the owner or property ledger or to the management group. It is not tied to an invoice. You can use it to post handwritten checks or ACH transactions.

A warning will display if the owner or property balance will fall below the reserve as a result of this check but you will still be able to post it.

> **Note:** *If you want to write a tenant refund check, or a check to a vendor from the tenant's security deposit, use the AP, Tenant Refund Check function.*

[Change Billing Information on Single Check](#)

The top of the screen contains information about the check. The bottom section contains line items where you can indicate the payer (Bill To) and the reason for the bill (Bill Code).

Up to ten line items can be listed on the check stub. If there are more than ten items, the first nine will be listed and the tenth line will indicate the number of additional line items and the amount of those line items.

Each line item can have its own memo or you can just use one memo for all line items.
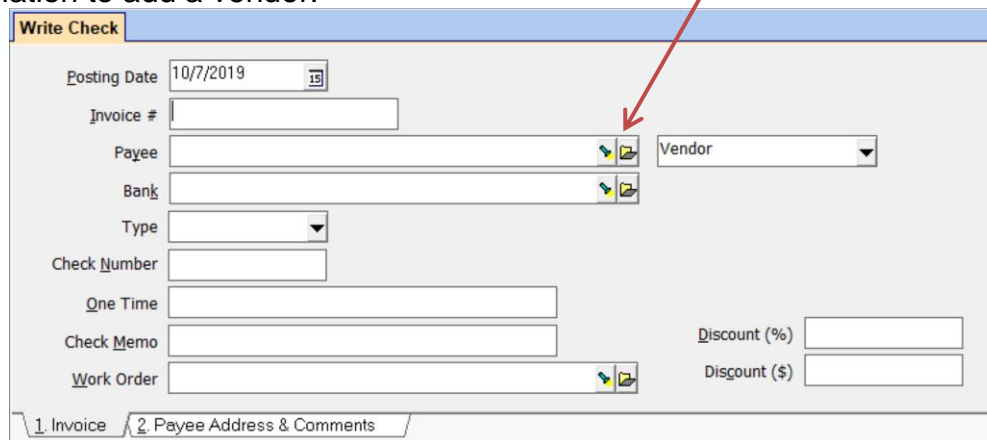
Posting Date
This field defaults to today's date but can be changed.

Invoice Number
Enter the invoice number or any identifying alphanumeric designation. A warning message will appear if the same invoice # has been previously used for the same payee. See Duplicate Invoices. Double click in this field to fill in today's date.

Payee
Select the payee from the Combination box. If you need to add a new vendor, select vendor in the field on the right and click on the folder button. A blank vendor profile screen will display so you can enter the information to add a vendor.

Bank
Enter the bank the check is being drawn on.

Type
Choose Check, Handwritten or Electronic.
- If you choose **Handwritten** you can enter a check number in the Check Number field and you will not be prompted to print.
- Choose **Electronic** if you want to enter a single line or multi-line ACH transaction. These transactions will be listed separately on a bank reconciliation report and the Bank Balance Breakdown report. There is an ACH tab in AP, Check History where you can see the ACH transactions.

One Time
If this is a one time check to someone who is not in the program, enter the name here. If you have entered a Payee from any profile list, this field will be guarded. Clicking in this field to enter a name will clear the Payee field. After entering the name go to the Payee Address tab to enter the address information.

Check Memo
The memo entered here will print on the check. It will be visible in AP, Check History and when you edit the check in GL, General Ledger History or GL, Bank Account History.

Work Order
If this is to pay for a previously entered work order with a status of Completed, use the Flashlight to choose it and the information from the work order will fill in the Payee, Bill To and Bill Code fields.

Discount (%)
Enter any discount percent being taken on this check. Discount information is displayed at the bottom of the screen. Discounts are divided amount all the line items.

Discount ($)
Enter any discount amount being taken on this check. Discounts are divided among all the line items.

If you enter a discount, the check will be written for the discounted amount and the owner ledger will be debited the full invoice amount. In the Management Fee profile you have the option of giving the discount to the owner or the management group. If you choose to give the discount to the owner, the full amount will be posted to his ledger and then the discount amount will be credited back to him. If you choose to give the Management Group the discount, the management group ledger will be credited with the discount amount. The account code used for the discount amount is defined in Setup, Posting Table.

Line Items

Bill To
Select from this drop down list field the person or entity being billed.

Bill Code
Select from the drop down list the Bill Code describing the charge.

Amount
Enter the dollar amount of the line item.

Split Charge With Owner
Use this check box to indicate that the charge should be split between tenant and owner (if tenant was selected as the Bill To). The system will split the charge 50/50 unless information in the Invoicing section of the Tenant Profile indicates a different split.
- Checkbox not marked - 100% charged to tenant
- Checkbox marked - 50/50 split or per the Tenant Profile

Note: A split can only be processed if the tenant is selected as the Bill To.

Memo

A separate memo can be entered with each line item. The memo entered here will display in AP, Check History, GL, General Ledger History and GL, Bank Account History.

Change Billing Information on Single Check

When a single check is posted to the wrong owner, unit or property, or using the wrong bill code, and you don't discover it until the check has been printed, follow the steps below.

- Go into AP>Check History and use the <Filter> button to find the check.
- With the check highlighted, click on <Edit>. A <Change Billing Info> button will display, but is muted.

- Find the line item that is wrong and highlight it.
- On the right, the <Change Billing Info> button will be enabled. Click on it.

- That will bring up a screen that allows you to change the Bill To and/or the Bill Code. Then <Post>.