



**Overview & Objective** – The purpose of this I M & U is to demonstrate recording hand written checks, wires, or other after the fact transactions. The transactions considered are specific to the payment process.

**Initial Navigation** – To navigate to the Post Manual Check screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Cash Management Module
3. Under Activities, click on the Post Manual Check (link)

**Check Entry** – The title, “Post Manual Check” should appear in the upper left hand corner, entry as follows:

- **\*Date** – Input the date that the check was issued OR in instances where procedures call for “To Bank Statement Reconciliation” use the date the check was cleared by the bank.
- **\*Vendor** – Select the appropriate Vendor. Note: Vendors should be setup prior to initiating entry.
- **Bank** – Choose the applicable bank account that checks will be drawn from.
- **\*Check #** – Input the check number of the check issued.
- **\*Bill Number** – Enter the matching Bill Number OR the date of the bill (E.G. “Bill 01/27/2014”)
- **Description / Memo** – Enter a description that is appropriate for the check. This is not optional!
- **Pay to Contact** – As each Vendor can have multiple Pay To Contacts select the appropriate record.
- **Attachments** – If you are required to submit electronic backup of the check the attachments can be made here. After clicking the Attachments dropdown and the Add (link) a dialog-box is presented.
- **\*Account** – Select an Account for which the check will be posted against, or if the Vendor had a preassigned GL Account, it should appear itself.
- **Form 1099** – Mark the checkbox if the expense will be reported on a Form 1099.
- **\*Amount** – Enter the amount of the check issued
- **Memo** – Use the same description as appears in the “Description / Memo” field (see above)
- **Dimensions** – Add Dimensions by selecting from the Department and Location dropdowns or by clicking on the Add (link) for additional Dimensions.

⇒ When all the check information is entered click the [Save] (button) (upper right hand corner).

**Wire Transfer Entry** – The title, “Post Manual Check” should appear in the upper left hand corner, entry for wire transfers should follow the same procedures as outlined above EXCEPT:

- **\*Date** – Use the date that the wire was issued OR in instances where procedures call for “To Bank Statement Reconciliation” use the date the wire was issued by the bank.
- **\*Check #** – Enter the **wire transfer** confirmation number (available from bank confirmation).
- **\*Bill Number** – Enter “Wire Xfer” followed by date of the wire (E.G. “Wire Xfer 01/27/2005”).

⇒ When all the wire information is entered click the [Save] (button) (upper right hand corner).

**Further Instruction & Use** – For further information regarding Posting After the Fact AP Transactions contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.