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Manual Payment

Daily > Accounts Payable Payments > Manual Payment

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 5 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

This is used to record a manual check or EFT that has already been issued. Before you can enter manual payment information, an A/P invoice must have already been entered for the vendor.

You can record a manual payment from four different places:

1. Directly in the invoice entry, there is a manual check button. This will create a manual payment for the invoice on the screen. The manual payment and the invoice are posted immediately upon entry.
2. From the main menu, go to Daily > Manual Payment. This will force you to key in the vendor ID before continuing.
3. Select vendors and choose any of the summary or detail menus. Click the Manual Payment button to do a manual check or EFT.
4. Import the payments from a file. This does require setup by SGA.

View by: Allows you to select the sort order of the unpaid invoices displayed. This is especially helpful if this is a payment card vendor, where you have many invoices to tag to be included in the payment entry.

The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to pay part of an invoice by checking which distributions you want to pay at the bottom. Check all the invoices you wish to pay and click the Manual Check or EFT button, depending on how you would like the C/D recorded.

Number of invoices: Number of invoices to be paid.

Amount: The total payment amount.

Checkbook: This is the checkbook under which to record the payment. Either start keying the checkbook name or click the dropdown arrow to select the appropriate checkbook.

Cash Account: If you have multiple cash accounts, select which one you want this payment charged. Cash accounts are set up under the checkbook.

Check number / EFT: If a manual check, this is the check number. If an EFT, this is a transfer number or any description you wish to enter.

Period: The accounting period in which the payment will be recorded in the General Ledger.

Date: The date of the payment, defaulted to today.

Clear in Bank Reconciliation: Checking this box will mark the payment as cleared in the bank reconciliation and the vendor history once saved. Users must have permission for Bank Reconciliation to check this box.

Once you click OK, the check will be recorded. If the amount is incorrect, click the cancel button to return to the prior screen and check the invoices you wish to pay.

Import: This menu allows you to import payments from outside systems and link them to invoices within SGA. Contact SGA for assistance in setting up the import specs.