

Last Modified on 07/30/2026 4:16 pm EDT

Manual Payments

Learn how to record vendor payments that are initiated outside the SGA system, such as amounts drafted by vendors and also handwritten/signed checks.

Video Tutorial

Click the play button below for a video tutorial.

Your browser does not support HTML5 video.

NOTE: *If viewing from the right-side navigation, 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 above to begin the tutorial.*
