

Incidental or Manually Written Checks

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Invoices for incidental expenses that arise are often not entered into the Accounts Payable area. Examples of these types of entries would be manually written checks or incidental checks like a UPS COD shipment or a local organization soliciting a donation.

These payments may be entered by going to *G/L / Quick Check*. In the case where the payee is an existing Vendor, select that Vendor. When the check is written to a one-time payee, a Miscellaneous Vendor may be selected and the name and address manually entered before the check is printed. If the name was manually entered, it is visible on the vendor's *Activity* tab in the *Payments* area.

Another example of when a Quick Check could be used is a check that was taken to a local store to purchase cleaning supplies for the office. The check is handwritten at the time of the purchase and entered into Agvance later. A Quick Check could be entered to record the expense on the *Quick Expense Check* screen, choosing the *Neither* option to save the check but not print it.

A Quick Check creates an A/P Bill and immediately pays the Bill. The selected expense account and checking General Ledger Account are affected immediately as well as the Vendor Cash Disbursement.

Add a Quick Check

<Vendor> Nbauto N and B Auto Parts Regular 0.00 Prepay 0.00

Bill Date 02/28/2026

Due Date 02/28/2026

Invoice # 042706

Description 1099 Amount 1099 Pay

PO #

Notes

Use Prepay

Expense Breakdown

	<G/L Account>	Description	\$ Amount	Comment	Quantity	<Vehicle ID>
1	6030000-00	Shop Expenses	62.87			

Predefined Split

Split ID

Amount

Acct ID

Apply

Import File

Import PO

Gross \$ 62.87

Discount

Net \$ 62.87

Save

Cancel