

Memo Checks

Last Modified on 04/28/2026 10:53 am CDT

The *Memo Check* option at *A/P / Pay Bills* is often used to clear offsetting negative and positive *A/P Bills* or to settle *Bills* between *Inter-Company* enterprises. The posting that occurs is identical to the *Pay Bills* function. Since it does not represent a real check, a different *General Ledger Account* such as a clearing or a miscellaneous account may be used for the credit instead of the checking *General Ledger Account*.

Memo Checks can also be used to record payments that were paid by *EFT*. In this situation, the *Memo Check* would post to the checking account used for the electronic transfer.

1. At *A/P / Pay Bills*, select the *Vendor* and choose the *Memo Checks* option.

The screenshot shows the 'Pay Bills for 00MAIN' window. At the top, there are fields for 'Include Bills due on or before what date' (04/02/2026) and 'Check Date' (04/02/2026). Below these are fields for '<Checking Account>' (9999000-00) and 'Clearing Account'. There are also fields for 'Starting Check #' (12) and 'Bal: 628775.39'. On the right side, there are 'Print' options: 'Checks', 'Memo Checks' (selected and highlighted with a red box), 'Preview', and 'Pre-Check Run'. Below the form is a table with columns: Vendor Name, Vendor ID, Invoice#, Due Date, Bill Amt, Paid Amt, Discount, and Payment. The table contains one row: 1 | [checkbox] | Andrew Transport | Andrew | 5555 | 02/16/20... | -50.00 | 0.00 | 0.00 | -50.00. At the bottom right, there are 'Total for' (0.00) and 'Total' (-50.00) fields. There are also 'Tag/Untag This Vendor', 'Tag All', 'Untag All', 'Sort By' (ID selected), 'Apply', 'OK', and 'Cancel' buttons.

2. Indicate the appropriate *General Ledger Account* to credit by double-clicking the *Checking Account* field.
3. In the grid, check the *Vendor Invoices* that make up the credit balance. Verify the *Total* at the bottom right of the screen is a negative dollar amount in the same amount as the check received.
4. Choose **OK** to record the check. The *Memo Check* prints to the default printer.
5. On the window that displays, post the check to the applicable fiscal month.

The screenshot shows the 'Posting Options' dialog box. It contains a message: 'The checks have been printed. Select one of the following posting options.' and three buttons: 'This Month', 'Next Month', and 'No Posting'.