

SINGLE CHECK REVISIONS

To request a Single Check for the same vendor within a Department, insert 01 in the Sep Check field for the first claim, 02 for the second claim, and so forth. Then, insert the two digit Department number in the Duty field.

To combine a group of claims to the same vendor, like Cal Card, insert 01 in the Sep Check field for all line item entries, and the two digit Department number in the Duty Field. You would do this for cases where many departments use the same vendor number and you wanted to pay multiple invoices for the same vendor on the same check for your department only.

The screenshot shows a software interface for 'Invoice Details'. The 'Main' tab is active. The form contains the following fields and values:

Field	Value
GL Account	GL 121000 62223 JL PKEY OBJ
Description	supplies
Quantity	1
Unit Price	500.00
Due Date	05/17/2015
1099 Flag	N
1099 Dflt	
Relate To	EX
Div	GEN
Misc	
Bank ID	02
Sep Check	01
Duty	12
Vendor of Rec	V14384 R1 STAPLES ADVANTAGE
Tax 1	0.00
Tax 2	0.00
Charge	0.00
Disc. Terms	0.2000
Pmt Disc Terms	0.0000
Extended Amount	400.00