

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:

GL Account	GL 121000 62223 JL	PKEY	OBJ	Quantity	1
Description	supplies			Unit Price	500.00
PO#		P/F	P	Tax 1	0.00
Due Date	05/17/2015	1099 Flag:	N	1099 Dflt:	
Received Date		Relate To	EX	Tax 2	0.00
Authorized Date		Div	GEN	Charge	0.00
Second Ref		Misc		Duty	12
Product ID				Disc. Terms	0.2000 100.00
Discount Date				Pmt Disc Terms	0.0000 0.00
Bank ID	02	Sep Check	01	Extended Amount	400.00
Vendor of Rec	V14384	R1	STAPLES ADVANTAGE		