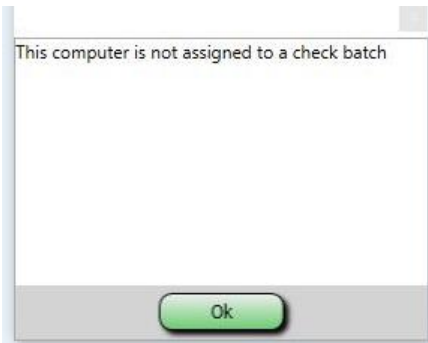


PAY VENDOR

TRUST ACCOUNTING/VENDOR TRANS/PAY VENDOR

1. If “Assign Check batch” pops up – contact us by submitting a ticket
 - a. This means that the computer you are using is not set up to print checks



2. Understanding your VENDORS:
 - a. Anything with TKC or ICC in the name is one of our vendors
 - i. Use these vendors to pay invoices that are owed to us EXCEPT:
 1. Indigent invoices
 2. Check Stock
 - a. These are paid by one of your vendors or paid by your county treasurer
 - i. DO NOT USE any of the TKC/ICC vendors
 - b. Other vendors to NOT touch:
 - i. The credit card float vendor – this vendor is usually negative and it is used for the website credit card transactions
 - ii. TKC Card fee – if you site uses vending machines this vendor is used to collect and refund the fee for the vending machine card

| Include | Vendor Name | Balance | Check Amount |
|--------------------------|------------------------------------|-------------|--------------|
| <input type="checkbox"/> | Booking Fee | 602.19 | 602.19 |
| <input type="checkbox"/> | Haircut Vendor | 87.00 | 87.00 |
| <input type="checkbox"/> | ICC Message | 0.69 | 0.69 |
| <input type="checkbox"/> | Indigent Canteen | 0.20 | 0.20 |
| <input type="checkbox"/> | Media Comm Vendor | 44.54 | 44.54 |
| <input type="checkbox"/> | MP3 Fee Vendor | 84.00 | 84.00 |
| <input type="checkbox"/> | MP3 Vendor | 105.76 | 105.76 |
| <input type="checkbox"/> | Stale Dated Checks | 101.50 | 101.50 |
| <input type="checkbox"/> | Test Site | 149.68 | 149.68 |
| <input type="checkbox"/> | Test Site Credit Card Float Vendor | - 719332.67 | - 719332.67 |
| <input type="checkbox"/> | TKC Canteen | 60.68 | 60.68 |
| <input type="checkbox"/> | TKC Card Fee | 45.01 | 45.01 |
| <input type="checkbox"/> | TKC Phone Card | 40.09 | 40.09 |
| <input type="checkbox"/> | TKC Phone Sales Tax | 0.28 | 0.28 |
| <input type="checkbox"/> | Turnkey Corrections Sales Tax | 0.30 | 0.30 |

3. VIEW VENDOR BALANCES

- a. Allows you to see vendor balances on a specific date
- b. Select the Invoice Date from the invoice

4. CHECK TOTAL

- a. Display's the running total of the check amount
- b. Anything you click on will go on the check
- c. Adding to your check total
 - i. Click directly in the box from one of the Vendors
 1. This will give you exactly the amount that is in the vendor as of that date.
 - ii. To pay a different amount, click anywhere on the vendor name
 1. Enter the amount you want to pay.

5. CHECK NUMBER

- a. Gives the next check # from last check used

6. PAY TO THE ORDER OF

- a. Fill in – the name of the vendor is not always the name that goes on the check

7. MEMO - Fill in what you want in the Memo line – this will appear on the check – copy this info and paste into the notes field

8. ADDITIONAL MEMO

- a. TEAM's memo

View Vendor Balances On **3.** Thursday, May 18, 2017

Check Total **4.** \$3363.54

Check Number **5.** 1137

Pay to the order of **6.** TurnKey Corrections

Memo **7.** Memo

Additional Memo **8.**

Inmate Email \$121.80
 TKC Canteen \$437.12
 TKC Phone Card \$2768.40
 Turnkey Corrections Sales Tax \$36.22

9. BACKDATE TRANSACTION

- a. Check if you need the transaction to be backdated in TEAM
 - i. This date will be the same as the “View Vendor Balances” date (This is a MUST if you are paying a TurnKey Invoice!)
- b. This change will show in the “Control Account Detail” report

10. NOTES – Copy notes from the Memo line

11. PRINT CHECK

- a. Click on print check – sends immediately to printer
- b. Void check if it didn’t print or click on OK

Backdate Transaction **9.**

10. Notes

11. Print Check