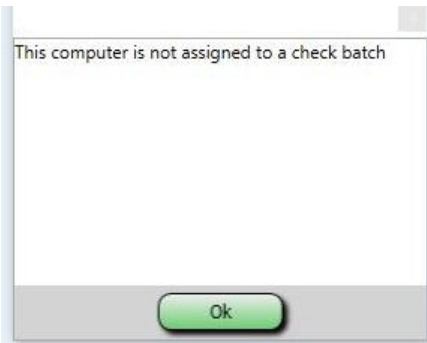


PAY VENDOR

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