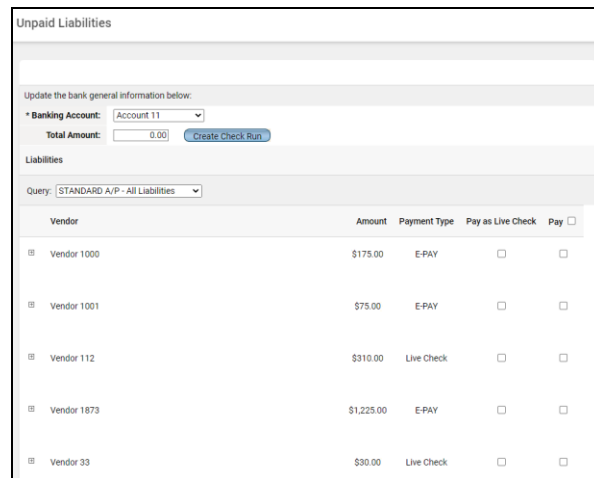# Paying E-Pay Vendor on a Check Run with a Live Check

Introduction

WebSmart now allow users to change an E-Pay vendor payment to a one-time live check on an Accounts Payable check run. Doing this will not change the vendor's payment type and prevents the user from having to change the vendor properties.

How to Set an E-Pay Vendor to Print a Live Check

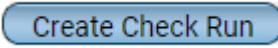From *Finance > Purchasing & AP > Payments > AP Check Runs*, perform the following steps:

1. Click ⊕ Create Check Run to build the new check run
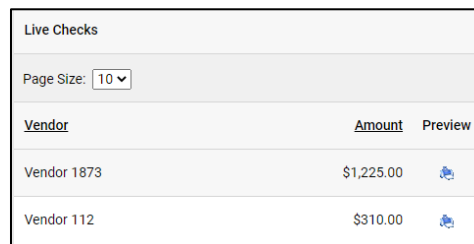

2. Select a Banking Account

3. For each vendor to pay, click the Pay checkbox or click Pay ☐ to select all
4. If the vendor is E-PAY, select the Pay as Live Check box to generate a check instead

Vendor	Amount	Payment Type	Pay as Live Check	Pay ☐
⊞ Vendor 1873	$1,225.00	E-PAY	☑	☑

5. Click Create Check Run to build and process the check run. Note the E-PAY vendor is now listed as a live check.

NOTE: When selecting "Pay as Live Check", it will pay all bills for that vendor as a check. A future WebSmart update will allow for individual payments within the vendor to be live checks.

Contact Support
websmartsupport@harriscomputer.com
https://app.na2.teamsupport.com/