

## **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 <sup>Create Check Run</sup> to build the new check run

npai	spaid Liabilities									
Jpdat Ban	e the bank gene king Account: Total Amount:	Account 11	low:							
Liabil Querj	ities	A/P - All Liabilities	v	un						
ŧ	Vendor Vendor 1000				\$175.00	E-PAY	Pay as Live Check			
Ŧ	Vendor 1001				\$75.00	E-PAY				
Ŧ	Vendor 112				\$310.00	Live Check				
Ŧ	Vendor 1873				\$1,225.00	E-PAY				
Ŧ	Vendor 33				\$30.00	Live Check				

- 2. Select a Banking Account
- 3. For each vendor to pay, click the Pay checkbox or click  $^{Pay}$   $\Box$  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	<ul><li>✓</li></ul>	<ul> <li>Image: A second s</li></ul>

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

Live Checks		
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Vendor	Amount	Preview
Vendor 1873	\$1,225.00	۹

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/ © 2022, Harris School Solutions. All rights reserved.

