



**Purpose:**

The purpose of this Standard Operating Procedure is to identify one-time vendors that will not need to receive a form 1099 and will not receive payments on a reoccurring basis. Payments to these vendors are made with manually written checks by authorized personnel.

**Procedure:**

- 1) Identify the vendor.
  - A) Only vendors not receiving form 1099 should receive a manual check.
  - B) The vendor will normally receive only a one-time payment or infrequent payments.
  - C) The vendor may be set up in system for payment, but other factors are considered.
    - i) Payment may need to be received before the next batch of checks are written.
    - ii) There may not be any other payments to be paid at this time.
- 2) Obtain documentation and approval for payment.
  - A) Invoices
    - i) Authorization from purchaser
    - ii) Necessary information for posting to correct project GL account.
  - B) Other documents
    - i) Email request and authorization from purchaser
    - ii) Necessary information for posting to correct project or GL account.
- 3) Write manual check.
  - A) Complete check register
  - B) Secure supporting documents
  - C) Distribute the manual check to the appropriate person.
- 4) Post manual check invoices and manual checks written.
  - A) Go to accounts payable module.
  - B) Go to Tasks -> Record Manual/Quick print checks.
    - i) Select Default for batch number.
    - ii) Enter the month and manual checks for description.
    - iii) Date prefills to current date (confirm)
    - iv) Click Okay
  - C) Enter and post each invoice and manual check.
  - D) Click save and print to file once all manual checks have been entered.
  - E) Save to printouts in A/P folder.
  - F) Print a copy of the generated manual check report.
  - G) Review the generated manual check report.
    - i) Confirm no entries are rejected.
    - ii) Confirm GL entry is correct.
- 5) File the generated manual check report and supporting documentation.