



Purpose:

To outline the process of entering and paying joint checks to subcontractors.

Procedure:

- 1) A Subcontractor Breakdown Sheet is requested from every subcontractor with an executed subcontract and is required before payment is made.
 - A) The names of all major subcontractors and/or material suppliers are provided on the breakdown sheet.
 - B) Subcontractors and/or material suppliers are contacted each month to ensure our subcontractor is up to date on their invoices to their suppliers before payment is made.
 - i) If there are any past due or open invoices for the current billing period, then a list of the open items is requested.
 - ii) The subcontractor submits a list of open invoices to be paid on their behalf with a joint check and those invoices are entered in the Accounts Payable module in Sage 300.
 - (1) Joint check invoices are entered in separate batches by vendor and job.
- 2) To enter a joint check invoice in Sage 300:
 - A) Open the Accounts Payable module.
 - B) Click the Tasks tab
 - C) Hit the Default button to auto-fill the batch number, type "Joint Checks" as the description, and then click OK.
 - D) Fill in the vendor number, invoice date, invoice date, description, and accounting date.
 - i) The description should be the same for all invoices in each batch and should include the job name.
 - (1) Plumbing material joint checks, for example: "Plbg Mtrls – BNA Hilton"
 - ii) The accounting date should always be entered as the current date.
 - E) Hit Enter
 - F) Tab over to the Acct box and type 5995 (Joint Check Costs).
 - G) Tab over to Pay Ac box and change it from 2005 to 2010.
 - H) Tab over to the Amount box and click the Joint button at the bottom
 - I) Enter the subcontractor/supplier's name exactly as it should appear on the check and hit OK.
 - i) If there are multiple invoices for the same subcontractor/supplier, then copy the name that was just typed and paste it in for each invoice to ensure they are entered the same way.
 - J) Click Accept Line and then click Accept Invoice to finish entering the invoice.
 - K) Repeat these steps for each invoice in the batch.
 - L) Once all invoices have been entered, click the Totals button at the bottom.
 - i) The total amount displayed should match the total provided on the subcontractor's list of invoices to be paid as joint checks.
 - ii) Hit OK.
- 3) To post joint check invoices:
 - A) Click Finish, Printer Setup, and click the Print to File box
 - B) Click OK, Start, and select the AP folder
 - C) Save as "EnteredJointChecks"



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- i) If there are multiple batches of Joint Checks, then save as EnteredJointChecks1, EnteredJointChecks2, etc.
- D) Click Save and Start to post the invoices.
- E) Print the saved file and put with the list of joint check invoices.
- 4) Enter and post a credit invoice to subcontractor for each joint check vendor
 - A) Go to -> A/P Module
 - B) Go to -> Tasks -> Enter Invoices
 - i) Select Default for batch number
 - ii) Enter your name and adjust Jt Ck invoices for description
 - iii) Date prefills to current date (confirm)
 - iv) Click Okay
 - C) Enter a credit invoice for the total to be received by each joint check vendor
 - i) The vendor number is the vendor joint checks are printed on behalf
 - ii) Credit invoice number is 999, the current date and a letter (example 99906082023a)
 - iii) Debit GL account 5995 and credit GL account 2010
 - D) Click save and print to file once all invoices have been entered
 - E) Save to printouts in A/P folder
 - F) Review the A/P Enter Invoices Journal
 - i) Confirm no entries are rejected
 - ii) Confirm GL entry is correct
- 5) Select invoices for payment according to SOP procedures
- 6) Process payment according to SOP procedures