Writing Checks and Online Bill Pay

How to Create a Vendor Check

1. Go to: Cash Out > Checks > Check Entry > Vendor Check
    a. Select a Cash Account (General Checking) and Vendor.
    b. Note: Once you have completed the check creation steps, the funds will immediately be deducted from the cash account you have selected.
    c. Click Next.
2. Enter Check Details
    a. Enter the check number, found in the upper right corner of the paper check you will be using.
    b. Enter a memo that appropriately describes the reason for your check.
    c. Select a billing period. This allows you to sort check reports as needed.
    d. Click Next.
3. Enter Check Amount - In this step you are selecting a reporting category and entering an amount for your check.
    a. Click Add Row and select a reporting category for this check.
    b. Enter an amount for the reporting category.
    c. Click Next or Add Row to use another reporting category for this check.
    d. Note: You may add multiple reporting categories by using Add Row and entering amounts. Only one check will be created for the total of all rows you have added. You can also delete rows one at a time using the X, or remove all rows and start over using Delete All.
    e. Click Next.
4. Confirm Check Information
    a. Review the information on the sample check image.
    b. If changes need to be made, use the Back or Cancel buttons.
    c. If everything is correct, click Submit.
5. Once Approved, Print the Check
    a. Approved checks can be printed from Cash Out > Check Printing > Print Check
6. Before sending or giving the check to the vendor, verify that all information has been printed correctly and that the routing number and account number are not covered up.

How to Create a Member Reimbursement Check

1. Here is how to access the member reimbursement feature: Cash Out > Checks > Check Entry > Member Reimbursement
    a. Select the Member and the Cash Account.
    b. Locate the member to be reimbursed. The member list can be sorted by Member Status to help you locate the appropriate member.
    c. Select the type of reimbursement. Reimbursements for overpayment will reduce the credit on the member's Billhighway account. Reimbursements for expenses have no impact on the member's Billhighway balance.
    d. Click Next.
2. Enter Check Details
    a. Enter the check number, found in the upper right corner of the paper check you will be using.
    b. Enter a memo that appropriately describes the reason for your check/reimbursement.
    c. Select a billing period. This allows you to sort check reports as needed.
    d. Click Next.
3. Enter Check Amount
    a. Click Add Row and select a reporting category for this check.
    b. Enter an amount for the reporting category.
    c. Click Next or Add Row to use another reporting category for this check.
    d. Note: You may add multiple reporting categories by using Add Row and entering amounts. Only one check will be created for the total of all rows you have added. You can also delete rows one at a time using the X, or remove all rows and start over using Delete All.
    e. Click Next.
4. Confirm the Reimbursement Information
    a. Review the information on the sample check image.
    b. If changes need to be made, use the Back or Cancel buttons.
    c. If everything is correct, click Submit.
5. Once Approved, Print the Check
    a. Approved checks can be printed from Cash Out > Check Printing > Print Check
6. Before sending or giving the check to the member, verify that all information has been printed correctly and that the routing number and account number are not covered up.

How to Create an Online Bill Payment

The online bill payment feature allows you to create a payment that is sent to a vendor (in chec) directly from the bank. This eliminates the step of printing and mailing the check for you.

1. How to Access the Online Bill Pay Feature: Cash Out > Online Bill Pay > Schedule Online Bill Payment
    a. Select a Cash Account (General Checking) and Vendor.
    b. Note: Once you have completed the check creation steps, the funds will immediately be deducted from the cash account you have selected.
    c. Click Next.
2. Enter Payment Details
    a. Determine if this is a one-time payment (such as a SOC payment) or a recurring payment (such as a storage unit payment).
    b. Select the date you would like the payment sent on.
    c. Enter a memo that appropriately describes the reason for your payment.
3. Enter Bill Pay Amount
    a. Select a reporting category for this payment.
    b. Enter an Amount for the reporting category.
    c. Click Next or Add Row to use another reporting category for this check.
    d. Note: You may add multiple reporting categories by using Add Row and entering amounts. Only one check will be created for the total of all rows you have added. You can also delete rows one at a time using the X, or remove all rows and start over using Delete All.
    e. Click Next.
4. Confirm Payment Information
    a. Review the information for the payment.
    b. If changes need to be made, use the Back or Cancel buttons.
    c. If everything is correct, click Submit.
5. Another Officer will have to Approve the Online Bill Payment.
    a. Cash Out > Online Bill Pay > Approve Online Bill Payment
    b. Select Approve or Deny.
    c. Once approved the bank will create and send the payment.