

# **Changing the Memo Line on A/P Warrants**

APTAWEB-9623

## Introduction

AptaFund added the ability to print a memo line per A/P warrant for regular payments. These memo lines will be only on the warrants for that one voucher, so users can put different messages per warrant, and per voucher. EFT payments do not have the ability to have a memo line. Payroll voucher checks will have this same memo line added in a future release.

#### Vendor Management – Account Number Defaults to Memo Line

AptaFund has always had a way to put something permanently into the memo line on a vendor check. In Vendor Management, there is an Account Number field on the vendor record that, if filled in, will appear on the memo line any time a check is printed for that vendor.

Edit Vendor				×
1 LEARNING ONL	INE, INC.			
Status: Enabled Vendor: 1	LEARNING ONLINE, INC. Vendor Coo	de: INLE001		
Identification				•
Vendor Code:	INLE001	*Vendor:	1 LEARNING ONLINE, INC.	- 11
Display Name:	1 LEARNING ONLINE, INC.	DBA Name:		- 1
Account Number:	ACCT: 12345678			- 1
Additional Information				•
1099:	No - Not a 1099 vendor	*		- 1
Tax ID Type:	US TIN .	Tax ID Number:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Minority/Woman Owned Business:				
Parent Vendor:	1 LEARNING ONLINE, INC.	<ul> <li>W9 Form On File:</li> </ul>	C-C Corporation	
Use Tax Default:	Always No	<ul> <li>W9 Date Received:</li> </ul>	10/22/2014	
Comment:		Terms		
		10		
FATCA Filing:		Second TIN Notification:	:	
Payment				<b>•</b> -
Save Save and Add	Disable Cancel			

Figure 1: Account Number for Vendor in Vendor Management Record

### Purchasing Configuration – Include Account Code on Warrant Setting

In Purchasing Configuration > A/P Warrants tab, click the checkbox on the "Print Vendor Account Number on Memo Line" setting. This setting will add the Account Number for the vendor record onto the memo line on the check.

Seneral	Shipping Destinations	Element Restri	ktiona	Parchase Or	dera	A/P Warranto	Purchase Requisition
Display voucher EFT payment as one bank register payment: *Check Format:					*		
		at: Two Stube			٣		
Yint Lop	0		1000				
hint Sile	ck Number Information k Information	252		bove Signatur After 120 Day		-	
	dor Account Number on Me	motine 🗹					
	Stubs ccount Codes On Warrans S ar Sign on Amount	indes 🗌					
fop Marg 0.30	In Left Margin 0.55	check p	oùtion o	tings are used to onthe page i Ad 1 Inches.	o adjust justni entr	the same in	
lop Adj. 0.00	Lafr Adj.	position window	Address Block Adjustment settings are used to position the payee same and address is a whole envelope. Adjustments are in increments of 31 mshcs.			a	
		of .01 a	ictes.				

Figure 2: A/P Warrants Tab in Purchasing Configuration

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#### Payment Management > Print Warrants Popup – Edit Memo Line Comment Button

Now, AptaFund can support a one-time memo on a check, preventing the need to go to the Vendor Management record to change the Account Number field each time. This action is taken on the Print Warrants popup by clicking the Edit Memo Line Comment button. Any memo added to this check will print on the Memo line for that check only. If there is something in the Account Number field on the vendor record in Vendor Management, this text will appear in the Memo Line Comment field on the grid.

Se	First Wa	count No.: 1001 arrant No.: 1708 nent Type: Regu	398			<b>▼</b> C ≠ C <b>⊠ 3</b> () <b>•</b>	¢,
Dra	g a column he	eader and drop i	t here to group by that column				
	Status	Numbe	r Vendor	Amount	Payment Method	Memo Line Comment	
	New		1 LEARNING ONLINE, INC.	\$599.00	Printed Check	ACCT: 12345678	
	New		2 TEACH LLC	\$12.00	Printed Check	Account number 9999999	
	New		3P LEARNING	\$34.00	Printed Check		
	New		AMAZON E-COMMERCE	\$76.60	Printed Check		
	New		CROSS COUNTRY EDUCATION	\$10,163.15	Printed Check		
							Þ
				Sum: \$10,884.75			
		H 100 V	items per page			1 - 5 of 5 it	tem

Figure 3: Edit Memo Line Comment Button on Print Warrants Popup

Edit	×
Warrants: 1	
Memo Line Comment: ACCT: 12345678 - Final Payment	
Save Cancel	

Figure 4: Edit Memo Line Comment Popup

Enter the new Memo Line text. Either replace what is in the field already or add the new comment to what is there. Click Save and the Memo Line Comment is updated for that one check.

Print	Warrants					×
	Vouche	r Number: 3168				
	Bank Ac	count No.: 1001	5 - General Operating 🔻			
	First Wa	arrant No.: 1708	98			
	Paym	ent Type: Regu	lar 💌			
	arch o a column he	C eader and drop it	here to group by that column			YC/C 2 2 6 1 **
	Status	Number	Vendor	Amount	Payment Method	Memo Line Comment
	New		1 LEARNING ONLINE, INC.	\$599.00	Printed Check	ACCT: 12345678 - Final Payment
	New		2 TEACH LLC	\$12.00	Printed Check	Account number 999999
	New		3P LEARNING	\$34.00	Printed Check	
	New		AMAZON E-COMMERCE	\$76.60	Printed Check	
	New		CROSS COUNTRY EDUCATION	\$10,163.15	Printed Check	
				-		
				Sum: \$10,884.75		
H)(		н 100 т	items per page			1 - 5 of 5 items
'otal r	ecords selecte	d : 1 <u>(Unselect Al</u>	D.			
Clos	e Print	Verify Repr	int Void Edit Memo Line Commen	t Print Warrant Stub	Detail	

Figure 5: Memo Line Comment has been updated