

## Changing the Memo Line on A/P Warrants

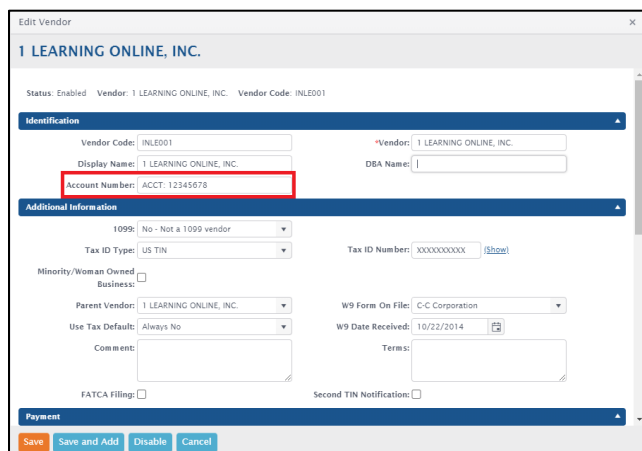
*APTAWEB-9623*

### 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.

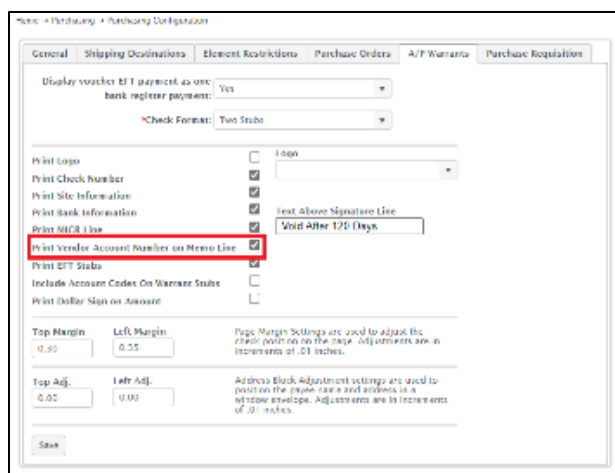


The screenshot shows the 'Edit Vendor' window for '1 LEARNING ONLINE, INC.'. The 'Account Number' field is highlighted with a red box and contains the value 'ACCT: 12345678'. Other fields include Vendor Code (INLE001), Display Name (1 LEARNING ONLINE, INC.), Tax ID Type (US TIN), and W9 Date Received (10/22/2014).

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.



The screenshot shows the 'A/P Warrants' tab in the Purchasing Configuration window. The 'Print Vendor Account Number on Memo Line' checkbox is checked and highlighted with a red box. Other settings include 'Print Logo', 'Print Check Number', 'Print Site Information', and 'Print Bank Information'.

Figure 2: A/P Warrants Tab in Purchasing Configuration



### 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.

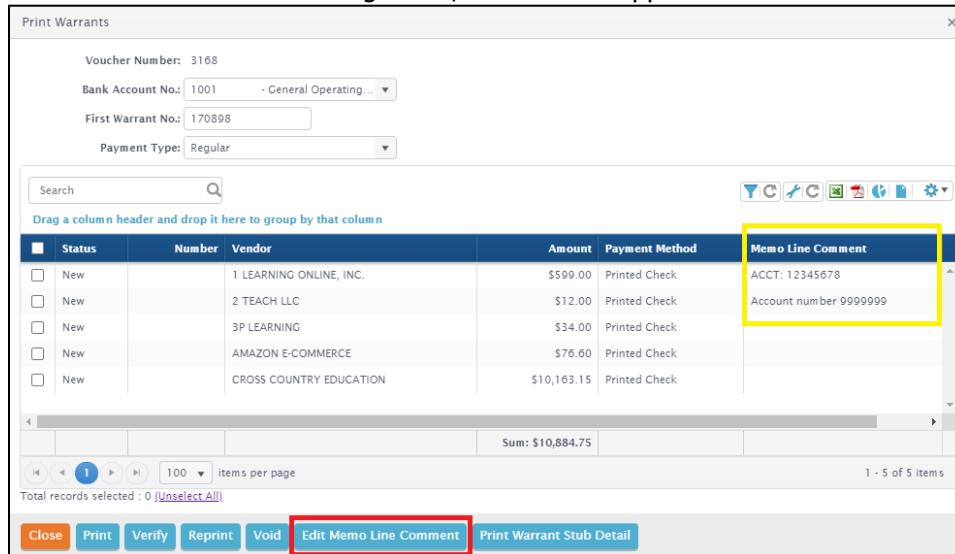


Figure 3: Edit Memo Line Comment Button on Print Warrants Popup

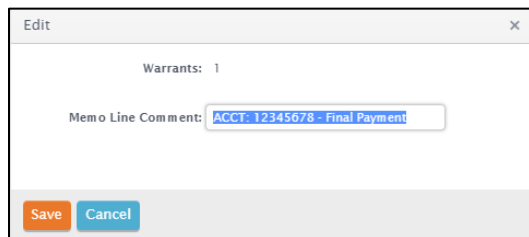


Figure 4: Edit Memo Line Comment Popup

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.

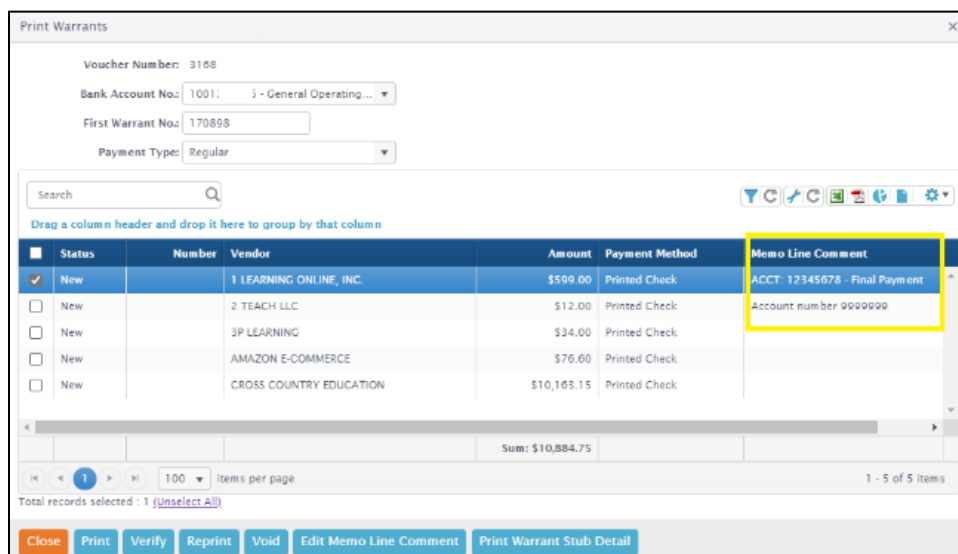


Figure 5: Memo Line Comment has been updated