

Local Checks Rules

- Vendors must be approved for Generate Checks by Accounting.
- Vendors that are approved for Generate Checks have dollar amount limits set by Accounting.
- Vendors must be in an Accepted status in the Vendor Master.
- Vendor must not be on Payment Hold.
- Users must have permission to the Generate Checks button.
- Users must be approved to use Check Books by Accounting.
- Users that are approved for Check Books have per Check and per Day dollar limitations.
- Check Book choices in Generate Check screen are limited by the Port Call Office (Check Book setup) and by the Disbursement Banks defined in the Principal Master (AR Parameters).
- For Vendors that are approved to receive Generate Checks the Service Items must be in a Workflow Status of "Service Request Not Sent", "Vendor Accepted", or "PO...".
- Payments can only be made for the Service Item estimated amount or less.
- Principal Funding rules will apply to Generate Checks.
- Once Vendor Invoices have been received by Accounting Generate Checks are no longer allowed for those Service Items.