

LLC FUND MANAGER

Vendor Payments

The procedure to make a check payment for vendor. You need to transfer the money to the Trust Account from the Servicing Account, by utilizing the Other Debit/Credit, then Cut the check from Other Bank Account Menu.

Here are the steps:

1. Click Servicing – Receipts – Other Debit/Credit
2. Select a "Z-" Account. Typically Z-VENDOR.
3. Add the payment by clicking the Add Payment button and filling in the fields. Enter the amount to pay in Amount Due. Select the GL category "550 Exp-Through GL"

+ Other Debit / Credits

Number **Z-BROKER**
Name **BROKER BROKER CONTROLLED**
Use for irregular payment that effect the posting

Select Notes Close

← < > → + - / ✓ ×

Date Received
04/21/2015
02/01/2014
03/01/2014
06/19/2015
* 10/08/2015
06/19/2015

Comments

Payment # 6 Posted Printed Cleared

Date Received 10/08/2015
Deposit Date 10/08/2015
Hold To Date 10/08/2015

Amount 0.00

Category Servicing Account 0
0.00 T.D. Interest Income
Offsetting Account Set View

Add Payment
Post Payment

4. Click POST. You will be asked to enter a Trust Account. Typically this would be an expense account you created. You have now completed withholding funds from the next Investor Posting and reduced the Servicing Account cash.

5. Now to finish paying the vendor, go to the Other Bank Account menu option or click the 'Other Account' speed button. Select the GL account you transferred the funds in to.

6. If your vendor is on file in the Vendor Database, you can select it with the Rolodex button next to "Paid To / From". You can even add the Vendor "on the fly" by giving them an account number and clicking add.

Add or Edit Trust Account Entries 550 - Other Expense

Navigation: [Back] [Previous] [Next] [Forward] [Cancel] [OK] [Close]

Print Checks [Print] Close [Home]

Date: 10/08/2015 Transaction Type: TR

Income Source: Z-EXP Member #: I-1
or Vendor #: V-1

Paid To / From: MR SAMPLE INVESTOR

Address: [Empty]

City, State Zip: SAN FRANCISCO CA 94401

Check Amount: 0.00 Deposit Amount: 0.00

Description: [Empty]

Check#: 0 Batch Print [] Cleared []

Edit Offset Offsetting Account: SERVACCT

7. At this point you may print a check for the Vendor. A check number will be assigned or you can select one.

Add or Edit Trust Account Entries 550 - Other Expense ×

⏪ ⏩ ⏴ ⏵ ↶ ↷ ✓ ✕  Print Checks  Close

Date	10/08/2015	Transaction Type	TR
Income Source	Z-EXP	Member #	I-1
or Vendor #	V-1		
Paid To / From: MR SAMPLE INVESTOR			
Address: <input type="text"/>			
City, State Zip: SAN FRANCISCO CA 94401			
Check Amount	0.00	Deposit Amount	0.00
Description: <input type="text"/>			
Check#	0	Batch Print	<input type="checkbox"/>
		Cleared	<input type="checkbox"/>
Edit Offset		Offsetting Account	SERVACCT