Quick Start: Change Pay To Recipient On A Check

Summary

Whenever you cut a check to pay a vendor, it's sometimes necessary to have the payee be different than the actual vendor associated with that payment. For example, you may owe money to ABC Corp, but the actual check is going out to John Doe.

Step by Step Guide

To accomplish this you will either create the check manually via the Outgoing Payments module or via the Payment Wizard. Then prior to printing the check, do the following:

1. Go to Banking->Outgoing Payments-> Checks for Payment

2. Find the check that was generated

3. Change the field "Pay To Order Of" to desire payee name

Now you can print the check and the payee will be whatever that field says.