



TRUSTprocessor Add-On Module Overview: Expense Checks

FUNCTION:

The Expense Checks Module automatically selects checks for payment, prints checks and creates transactions for expense disbursements. Expenses can be paid on-demand, one-time only, or on a specific frequency basis.

BENEFITS:

The Expense Checks Module adds value to the core system by ...

- allowing flexibility in user definition of transaction information such as description, general ledger numbers and the purpose of each disbursement.
- allowing one-time payments that will not add clutter to your files.
- allowing a demand payment option when the schedule is irregular.
- scheduling payments according to the frequency and next payment date defined for each beneficiary.
- allowing you to combine disbursements on one check for a vendor that is common to several accounts.
- creating transaction entries for each check, ready to proof and post.
- providing a check register that can be printed for any historical date range or check number range.
- allowing cleared or voided checks to be marked for a full reconciliation functionality.
- allowing for the creation of 1099-MISC forms in conjunction with the Tax Forms Module.

COMPLEMENTARY MODULE:

- Tax Forms Module