

## ACH Debit Box on General Journal

Have you ever wondered exactly what the purpose is for the ACH Debit box on the General Journal entry form? This feature identifies the journal entry to be entered as an ACH debit payment to a vendor. This box should be checked, for example, after you make an online payment to a vendor on the vendor's website, have received approval from a vendor to make automatic withdrawals from their bank account or record bill pay activity from a bank.

Once this box is checked the vendor code and vendor name fields will appear on the form. You may then enter the vendor information to which the ACH debit payment was issued. The vendor information is retained and subsequently printed on the GJ batch. This payment information will also be **added to the vendors Payment History and will be added to the 1099 table if applicable** when 1099s are prepared!