

Doing an A/P Check Run

After your vendor invoices have been entered into the system and your Purchases Journal has been closed, you may select invoices for payment and generate checks. Go to

Accounts Payable
Calculate and Print Checks

The steps required to generate the checks and post the related entries are listed as menu options under the "Calculate and Print Checks" menu option.


1. Start/Restart check run.

You start the check run by entering the check date you want to use on the checks. You also enter the "pay through" date used if you select one of the "pay all due" options described below.

This function also starts a temporary file that will contain a list of all the vendors and invoices that are to be paid in this check run. You can add and delete data from this file until you have everything you want to pay selected for the check run.

If you decide later that you don't like the way the invoices have been selected for the check run and would like to start the process over, you can return to this screen and enter new dates. The temporary file containing the list of invoices to be paid will be cleared and you can start over.




If you realize later that you entered the wrong check date or the wrong "pay through" information, there is another transaction called "Adjust A/P Check Run Parameters", that you can use to change this information without clearing the list of invoices selected for the check run.

Start/Restart Check Run MENU  ? **V12**

Clicking Submit on this option will start a new check run.
Click Exit if you do not want to start a new check run.

If you submit this request, any invoices already selected will be cleared from the check run.
You will have to start the selection process over. The invoices will remain on the open A/P invoice file.

If you want to change the check date or book period after you have started selecting invoices,
use the "Reset" option on the menu.

Check Date:	<input type="text" value="6/13/12"/>		Book Period:	<input type="text" value="1206"/>	
Pay through Date:	<input type="text" value="7/13/12"/>		Invoices with this due date or earlier will be included		
Discount Date:	Begin	<input type="text" value="6/13/12"/>	Invoices that have a non-zero cash discount and a discount date within this date range will be selected for payment when you ask for "all invoices due"		
	End	<input type="text" value="6/13/12"/>	Leave blank if you do not wish to set a maximum		
Maximum Amount of Check Run:	<input type="text"/>				

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2. Select data for A/P check run.

This function allows you to select the vendors and invoices you want to pay. There are several selection methods available. You can use a combination of methods. For example, you can select all invoices due for all payees, then add specific invoices that are not yet due to a vendor's check.

IMPORTANT! You can exit this screen and come back later to add or delete invoices to the check run.

The following selection methods are available:

- Select all invoices that are due for any Payee - If you pick this option, ALL invoices that are due based on the "pay through" and discount date you specified will be selected. This is the default option. You will have a chance later to delete any invoices you don't want to pay at this time.
- Select all invoices that are due for Salesmen only - If you pick this option, ALL invoices that due for vendors flagged as receiving a Form-1099 are selected. This is usually only salesmen. You might enter this type of request if you were generating checks to pay commission.
- Select all invoices that due for a specific payee - This selects invoices for a specific vendor based on the "pay through " date. You will be prompted for the vendor.
- Select all invoices, due or not, for a specific payee - This function selects ALL invoices, disregarding due date. You will be prompted for the vendor. This option is useful if you want to pay an invoice that is not yet due.
- Update data on invoices already selected for a specific payee - You may use this function to delete an invoice from the check run or to modify the amount to be paid on a specific invoice. You will be prompted for the vendor.
- Update data on ALL data selected for the check run - This function will pull up a list of ALL the vendors and invoices selected for the check run at this point. You may delete invoices or modify amounts as appropriate.
- Print an Audit report - This function produces a list of ALL the invoices selected for the check run in a format that you can review and print.

IMPORTANT! It is strongly suggested that you review the Audit report as a last step before finalizing the check run. If you have a long run, you may also want to print it in case you have to reprint some of the checks.

Once the check run is finalized, you will not be allowed to change the vendors or invoices on the check run. If you select the wrong invoices for the run, you will have to complete the check run and void the incorrect checks. This can be a very tedious process. Reviewing the Audit report one last time before finalizing the run will keep you from this type of inconvenience.

DON'T SKIP THIS STEP!!! It doesn't take long and will save you time in the long run.

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All of the "Select" or "Update" buttons will generate a second screen listing the requested information.

Select Data for A/P Check Run V12

Selection Method:

- Select all Invoices that are due for any Vendor * You may include/exclude specific invoices later
- Select all Invoices that are due for Salesmen only
- Select all Invoices that are due for a specific Vendor
- Select all Invoices, due or not, for a specific Vendor
- Update data on Invoices already selected for a specific Vendor
- Update data on ALL data selected for the Check Run
- Print an Audit Report

Scroll to next page.

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You can delete invoices that you don't want to pay, adjust the amount you want to pay, enter or adjust the cash discount amount, or enter a specific address for the check.

Select Invoices for Payment

MENU V12

Check all 'include' flags *Uncheck all 'include' flags*

Request #1 <input checked="" type="checkbox"/>								
Vendor 000050 A STITCH IN TIME								
Include this invoice?	Invoice number	Invoice date	Amount due	Due date	Amount to pay	Discount date	Cash Discount	Net
<input checked="" type="checkbox"/>	0061112	6/11/12	70.57	7/11/12	70.57	7/11/12		70.57
Total for A STITCH IN TIME								70.57
Request #2 <input checked="" type="checkbox"/>								
Vendor 304700 Gary's Test Vendor								
Include this invoice?	Invoice number	Invoice date	Amount due	Due date	Amount to pay	Discount date	Cash Discount	Net
<input checked="" type="checkbox"/>	GTV060812	6/8/12	75.25	7/8/12	75.25	7/8/12		75.25
<input checked="" type="checkbox"/>	GTV736478	6/1/12	1437.50	7/1/12	1437.50	7/1/12		1437.50
<input checked="" type="checkbox"/>	gtv060812	6/8/12	298.71	7/8/12	298.71	7/8/12		298.71
Total for Gary's Test Vendor								1811.46
Request #3 <input checked="" type="checkbox"/>								
Vendor 315400 Gizmos R Us								
Include this invoice?	Invoice number	Invoice date	Amount due	Due date	Amount to pay	Discount date	Cash Discount	Net
<input checked="" type="checkbox"/>	g060712	6/7/12	1652.45	7/7/12	1652.45	7/7/12		1652.45
<input checked="" type="checkbox"/>	g060812c	6/8/12	1652.45	7/8/12	1652.45	7/8/12		1652.45
<input checked="" type="checkbox"/>	gru060812	6/8/12	1465.40	7/8/12	1465.40	7/8/12		1465.40
Total for Gizmos R Us								4770.30
Request #4 <input checked="" type="checkbox"/>								
Vendor 770401 SANMAR								
Include this invoice?	Invoice number	Invoice date	Amount due	Due date	Amount to pay	Discount date	Cash Discount	Net
<input checked="" type="checkbox"/>	030712	3/6/12	193.75	4/10/12	193.75	4/10/12		193.75
<input checked="" type="checkbox"/>	031912A	3/19/12	310.00	4/10/12	310.00	4/10/12		310.00
<input checked="" type="checkbox"/>	052912	5/29/12	1000.00	6/10/12	1000.00	6/10/12		1000.00
<input checked="" type="checkbox"/>	072210	7/22/10	15.00	8/21/10	15.00	8/1/10		15.00
<input checked="" type="checkbox"/>	710087	9/17/11	57.25	10/10/11	57.25	10/10/11		57.25
<input checked="" type="checkbox"/>	DEP-708401	2/2/07	-510.00	1/2/12	-510.00	99/99/99		-510.00
Total for SANMAR								1066.00
Request #5 <input checked="" type="checkbox"/>								
Vendor 881300 UNITED PARCEL SERVICE								
Include this invoice?	Invoice number	Invoice date	Amount due	Due date	Amount to pay	Discount date	Cash Discount	Net
<input checked="" type="checkbox"/>	050511	5/5/11	20.00	6/4/11	20.00	6/4/11		20.00
Total for UNITED PARCEL SERVICE								20.00
Total for check run								7738.33

3. Finalize the check run.

Once you have selected all the vendors and invoices you want to include on the check run and are ready to print the checks, ask for this step. Make sure you are ready to print the checks before requesting this step.

THIS IS THE POINT OF NO RETURN!! Once you request this step, you must finish out the check run with the invoices you have selected and the check date you specified. If any are wrong, you will still have to complete the check run and void the check later.

When you request this step, the invoices being paid are deleted from the open invoice file and moved to the "paid" file. Some validation is done before this transfer of data so you may occasionally get an error

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message and have to adjust your data before completing this step. For example, you are not allowed to write a check for a negative amount.

Finalize A/P Check Run MENU V12

This transaction finalizes the selection of invoices for the check run.
The invoices are moved from the "unpaid" file to the "paid" file.

Once you complete this step, you must complete the check run by printing checks and closing the Check Register.
If any of the checks are wrong, you must still complete the run, void the check and redo it on another check run.

No one should be entering A/P data while the check run is being finalized.

4. Print the A/P checks

This is the step where the checks are actually printed. You will normally request that the whole range of "request numbers" be printed. Occasionally you may need to reprint a smaller range if your checks jam or you have another printing problem.

The next form number that the system thinks will be used will be displayed. Always verify that this matches the check number on your first check form. Make changes as appropriate.

Print A/P Checks MENU V12

Start with Request Number:

End with Request Number:

Next Form Number:

Document Review:

Print Preview (you can print from this screen)

Print Checks without Review

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5. Print Detail of Multi-Form checks

If you are paying more invoices for a vendor than will fit on one form, you can use a single check form for the actual check and print the invoice detail on a separate piece of plain paper that you can attach to the check. This process reduces the number of check forms used and insures that all the physical check numbers used are assigned to only one vendor. You may print a multi-form check if you prefer to use that method. The way you do it is set up in your A/P system options.

If you want to only use one check form for each vendor, first print your checks. Then come to this step and ask for the details of any checks that had more invoices than would fit on one check stub. Details will be printed only for checks that need them. No information will be printed for vendors whose checks held all the invoices being paid.


If none of the checks needed multiple forms, you can skip this step.

The screenshot shows a software window titled "Print Detail of Multi-Form Checks". In the top right corner, there are icons for a menu, a star, and a question mark, along with the text "V12". The main area contains two input fields: "Start with Request Number:" with a text box containing "1", and "End with Request Number:" with a text box containing "5" and a small yellow icon. At the bottom of the window, there are three buttons: "Submit", "Reset", and "Exit".

6. Print the A/P Check Register


Once you have printed all your checks, you finish out the run by printing a Check Register listing all the checks printed including the check number and amount. Journal entries are made to your Cash account. You may specify the Cash account to be used but all checks must be posted to the same account. Finally, the temporary file with the list of invoices being paid is cleared.

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Print A/P Check Register MENU  ? V12

This transaction closes an A/P check run.
Journal entries related to the A/P entries are posted to the G/L.

The "audit only" version lets you preview the Check Register without posting any data.

Cash Account: 10400  Cash - ABC bank

Close Audit Only Exit

A few other points to remember...

- All the checks on a check run must come from a single cash account.
- You must "print" all of the checks on the check run so that a check number is assigned. If you have already finalized the run and realize that there is a problem with one or more of the checks, you still have to print them. You can however, generate the PDF and not physically print them from the PDF or print them on plain white paper.
- You can control how the due date, cash discount percentage, and cash discount date are assigned when the invoice is first entered by changing the terms information on the vendor set up screen.. You can override the discount amount or the amount to be paid as part of the check selection process.