Process Payments from Purchasing

- From Purchasing module click Process Payments.
 a. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

Process Paym	ents									\sim
Print Check 0										
Details										
Bank Account	253624539	9656 ~	Bank Name: Three River	s Federal Credit Union	Next Check	No	000	001107 Checks	⊖ ACH	
Process Pay	ments Arch	nive File								
Select All	Clear All	Export - 88	View - Filter (F3)	24 record(s) (4 selected)						кл 2 У
To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount	Hold	Hold Reason		
~	01/09/2018	PAY-629	Archer Daniels Midland	00001028	AP Payment	5,588.06				-
	01/23/2018	PAY-644	The Andersons	00001036	AP Payment	1,667.00				
	05/08/2018	PAY-718	Marathon Oil Corporation	00001069	AP Payment	1,611.38				

b. Click Print Check to open the Print Dialog box and the Report Viewer - Check Voucher Middle AP.

Archive Oose	
H B R K 4 Page 1 v of 1 H K E R Pdr v	
Vendor: 0001005003 Mildwest Propane	Account:
Bill M Invoice No. Defe Comment Bil 201 0156 00/262017	Amount Dischieferst Paid Amount 17321 0.00 17321
Check Amount: "172.21 Date: 07/26/2017	Check No.: 0000002
One Hundred Seventy-Three and 21/100	
Fort Wayne Offic 555 Main Fort Wayne, IN 46004	07/28/2017 **173.21
8.0 p. t.	

c. In the Print Dialog box click Print button

0.	P	rint								
	То	otal: 4 shee	ts of pape	r						
				Pr	int	Cance	1			
d.	D or In t	estination he Print Dialo	bg box click (Brother D Cancel butto	OCP-703	0 on d				
	Print Total: 1 sheet	of paper			Vendor: 0001005003 Bill Id Invoice BL-281 0158	Midwest Propane No. Date 07/26/2017	Comment	Account: Amount Disc/ 173.21	Interest Paid Amount 0.00 173.21	
	Destination	\\DENNIS\Brother DCP								
	Pages	Al eg. 1-5, 8, 11-13			Check Amount:	**173.21	Date: 07/26/2017	Check No.: 0	3000002	
	Copies Options	1 Fit to page								
	+ More set	tings			One Hundred Seventy-Thre	ee and 21/100		07/26/2017	**173.21	
	Print using sys	tem dialog (Ctrl+Shift+P)			Fort Wayne Off 555 Main Fort Wayne, IN	ic 46804				
					Vendor: 0001005003 Bill Id Involce BL-281 0158	Midwest Propane No. Date 07/26/2017	Comment	Account: Amount Disc! 173.21	interest Paid Amount 0.00 173.21	
					Check Amount:	**173.21	Date: 07/26/2017	Check No.: 0	000002	

In the Print Check Verification screen, you will have to specify whether the printing of check was a success or it failed. i. If the check printing was a success, see Printing of Check is successful.

ii. If the check printing failed, see Printing of Check failed.
e. Close the Check Voucher Middle report by clicking the x button on the Check Voucher Middle tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports.

age 1 V of 1 V H	E E Pdf •			
Vendor: 0001005003 Mic	west Propane	Account:		
Bill Id Invoice No. BL-281 0158	Date Comment 07/26/2017	Amount Disc/Interest 173.21 0.00	Paid Amount 173.21	
Check Amount: **173	21 Date: 07/26/2017	Check No.: 0000000		
One Hundred Seventy-Three and 21	100			
Fort Wayne Offic 555 Main Fort Wayne, IN 46804		07/26/2017	**173.21	

- f. From Purchasing module click Process Payments.
 - i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

review Close						
Details						
ank Account 001122	V Bank Name: N	lidwest America F	CU	Next Check	No	0000002
Process Type	Process Payments					
Ochecks	Select All 🗌 Clea	r All 🔠 View	Filter (F3)			К.Л 12 У
ACH or NACHA	To Process Date	Record No.	Payee	Check No.	Transaction Type	Amount
 Positive Pay 	7/26/201	7 PAY-241	Midwest Propane	Auto-assigned. Click to chan	AP Payment	173.21
Check Format						
heck Voucher Middle AP						
heck Printing Options						
Print Company Name						
Print Vendor Name						
Print Check No.						
Print Check No.						

ii. Select the transaction/s to be processed and click Preview toolbar button.

Process Payments								^ □ ×
Preview Close								
Details								
Bank Account 001122	~ Bank	Name: Midv	west America F	U		Next Check N	o	0000002
Process Type	Process Pay	yments						
Checks	Z Select Al	I 🗌 Clear All	88 View	Filter (F3)				K 7
ACH or NACHA	To Process	Date	Record No.	Payee	Check No.		Transaction Type	Amount
O Positive Pay		7/26/2017	PAY-241	Midwest Propane	Auto-assigned.	Click to chan	AP Payment	173.21
Check Format								
Check Voucher Middle AP								
Check Printing Options								
Print Company Name								
Print Vendor Name								
Print Check No.								
✓ Print Memo								
т 🕒 у 🖂 кеаду								

iii. The Report Viewer will open showing the Check Voucher Middle report.

report viewer - Check voucher middle A	*		
Archive Close			
H B S K 4 Page	1 * of 1 > H 🗄 🛱 Pdr *		
			Î
	Vendor: 0001005003 Midwest Propane	Account:	
	Bill Id Invoice No. Date Commen BL-281 0158 07/28/2017	Amount Disc/Interest Paid Amount	
	Check Amount: **17321 Date:	0726/2017 Check No.: 0000002	
	One Hundred Seventy-Three and 21/100		
	Fort Wayne Offic 550 Mann Fort Wayne, IN 46004	0726/2017 ***173.21	
7 ft C 🖂 Rearty			•
· · · · · · · · · · · · · · · · · · ·			

iv. Click Print button to open the Print Dialog box and the Print Check Verification screen.

Archive Close	e 1 v of 1 V H B B Pdr v		
	Vender: 0001005003 Mildweit Prysane Bill id Invice No. Date Comment Bu-Jäl 0156 07/55/2017	Account: Amount Discinterest Paid Amount 173.21 0.00 173.21	
	Clack Amount: "173.21 Date: 0726/2017	Check No.: 0000002	
	One Hundled Seventy-Three and 21/100 Fort Wayne Offic 555 Main Fort Wayne, N 48604	07/26/2017 ***173.21	
? 🗘 🖓 🖂 Ready			×

v. In the Print Dialog box click Cancel button.

Print	
0	if paper
	Print Cancel
Chaose	irother DCP
e ar	
© eg. 1-5, 8, 11-13	
1	
Fit to page	
Two-sided	
ngs	
em dialog (Ctrl+Sh	.ft+P)

vi. In the Print Check Verification screen click Commit toolbar button.

Pr	int C	Check Verification					^ X
C	omm	nit Close					
ſ	Detai	ilis					
	Prin	nted Checks					
	√ F	Fail All 🔄 Fail None					
	Fail	Reason	Record No.	Date	Check No.	Payee	Amount
		Enter reason why the check failed to print.	PAY-241	7/26/2017	0000002	Midwest Propane	173.21
L							
3		D 🖓 Ready					

- In the Print Check Verification screen, you will have to specify whether the printing of check was a success or it failed.
 1. If the check printing was a success, see Printing of Check is successful.
 2. If the check printing failed, see Printing of Check failed.
 vii. Close the Check Voucher Middle report by clicking the x button on the Check Voucher Middle tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports.

Report	Viewer - Check Voucher Middle AP		^ □	
			1	1
H	B B K 4 Page	1 v of 1 N E B Pdf v		
		Vendor: 0001005003 Midwest Propane Accos	unt:	
		B-281 0159 07/26/2017	172 21	
		Check Amount: "172.21 Date: 0726/2017 Che	eck No.: 00000002	
		Une Publied Sweeting-Integrate and 2 (100) Fort Wagnes Offic Fort Wagnes, IN 46004	2017 ***173.21	
? 0	🕽 🖓 🖂 Ready			
				-

viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

Process Payments							^ □ ×
Details							
Bank Account 001122	V Bank Name: Midv	vest America FCI	J		Next Check N	0	0000002
Process Type	Process Payments						
Checks	Select All	88 View	Filter (F3)				К.Я И Ч
ACH or NACHA	To Process Date	Record No.	Payee	Check No.		Transaction Type	Amount
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No. Print Memo							
? 🔘 💡 🖂 Print job started.							

ix. Processed transaction will be moved to Positive Pay process type

Process Payments							^ □ X
Details							
Bank Account 001122	~ B	nk Name: M	Aidwest Americ	a FCU		File Format	~
Process Type	Process Pay	ments Arc	hive File				
O Checks	Select Al	🗌 Clear All	88 View		5.7 2 1		
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
Positive Pay		7/10/2017	PAY-240	ABC Trucking	0000001	AP Payment	11,093.22
Check Format	~	7/26/2017	PAY-241	Midwest Propane	0000002	AP Payment	173.21
Check Voucher Middle AP							
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No.							
✓ Print Memo							
r 🚽 y 🖂 Transaction is un-flagged f	or processing						

x. <u>Select File Format Type and click Generate toolbar button and file should be downloaded.</u>

Credit Card Reconciliation	Process Payments							^ □ ×
🖵 Inventory	Generate Close							
Purchasing (Accounts Payable)	Details							
Purchase Orders	Bank Account 001122	~ B	ank Name:	Midwest Americ	ta FCU		File Format Positive	Confirmation ~
Voucher Batch Entry	Process Type	Process Pa	yments Arc	thive File				
Vouchers	O Checks	Select A	II 🗌 Clear Al	88 View	Filter (F3)			53
Batch Posting	ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
Pay Vouchers	Positive Pay		7/10/2017	PAY-240	ABC Trucking	00000001	AP Payment	11,093.22
Pay Voucher Details	Check Format		7/26/2017	PAY-241	Midwest Propane	00000002	AP Payment	173.21
Process Payments	Check Voucher Middle AP						· ·	
Import Vouchers from Origin								
1099								
Buyers								
Liens								
Vendors	Check Printing Options							
📮 Reports	Print Company Name							
Sales (Accounts Receivable)	Print Vendor Name							
🖵 Payroll	Print Check No.							
Notes Receivable	Print Memo							
Contract Management	? D 🖓 🖂 Transaction is un-flagged	for processin	e.					
Risk Management								
Ticket Management								
_ • • • ·	•							
						98,860.00		
	Company of Location: 0001 - Fort Wayne	•					Copyrig	nt © 2017 iRely, All rig
4016_PositiveConficsv	¥							

xi. Transaction should be moved to Archive File Tab and tagged as committed

Process Payments							^ □ ×
Retrieve File Regenerate Close							
Details							
Bank Account 001122	v Bank N	lame: Midwest	America FCU		File Format	Positive Co	onfirmation ~
Process Type	Process Payment	ts Archive File					
O Checks	Date	Record No.	Payee	Transaction Type		Amount	Committed
ACH or NACHA Positive Pay	Batch Log ID	: 36 - 07/26/2017 -	4016_PositiveConfirmation	_2017_07_26_035749.csv			
	2017-07-2	PAY-241	Midwest Propane	AP Payment		173.21	~
Check Voucher Middle AP							
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No.							
Print Memo							
? 🔘 💡 🖂 Transaction is un-flagged f	for processing.						

xii. Click Retrieve Toolbar button to retrieve generated file



xiii. Click Yes to retrieve generated

lile				
Credit Card Reconciliation	Process Payments			~ 🗆 ×
📮 Inventory	Retrieve File Regenerate Close			
Purchasing (Accounts Payable)	Details			
Purchase Orders	Bank Account 001122	V Bank Name: Midwest America FCU		File Format Positive Confirmation
Voucher Batch Entry	Process Type	Process Payments Archive File		
Vouchers	O Checks	Date Record No Pavee	Transaction Type	Amount Committed
Batch Posting	ACH or NACHA	and the second the second the	The becom type	
Pay Vouchers	Positive Pay	Batch Log ID: 36 - 07/26/2017 - 4016_PositiveC	onfirmation_2017_07_26_035749.csv	
Pay Voucher Details	Check Format	2017-07-2 PAY-241 Midwest Pro	ane AP Payment	173.21 🗸
Process Payments	Check Voucher Middle AP			
Import Vouchers from Origin				
1099				
Buyers				
Liens				
Vendors	Check Printing Options			
📮 Reports	Print Company Name			
Sales (Accounts Receivable)	Print Vendor Name			
📮 Payroli	Print Check No.			
Notes Receivable	Print Memo			
Contract Management	? 🔘 🖓 🖂 Transaction is un-flagger	d for processing.		
📮 Risk Management				
📮 Ticket Management				
_ • • •				
			98,860.00	
	Company: 01 Location: 0001 - Fort Wayn	•		Copyright © 2017 iRely, All ri
4016_PositiveConficsv				

From Purchasing module click **Process Payments**.

i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

Process Payments						^ □ ×				
Details										
Bank Account: 123452	✓ Bank Name: Char	se Bank - Indiana		Next Check	No:	00000059				
Process Type	Process Payments									
Checks	Select All 🗌 Clear Al	🛛 Select All 🗌 Clear All 🔠 Layout 🔍 Filter Records (F3)								
O ACH or NACHA	To Process Date	Record No. P	ayee	Check No.	Transaction Type	Amount				
O Positive Pay	✓ 05/16/2016	PAY-133 B	rown Brother Farms	Auto-assigned. Click to chan	AP Payment	35.00				
Check Format										
Check Voucher Middle										
Check Voucher Middle Overflow										
Check Printing Options										
Print Company Name										
Print Vendor Name										
Print Check No.										
✓ Print Memo										
⑦ Ø Ø M Transaction is flagged for p	processing.									

ii. Select the transaction/s to be processed and click Preview toolbar button.

Process Payments							^ □ ×
Preview Close							
Details							
Bank Account: 123452	✓ Bank Name: Chas	e Bank - Indiana			Next Check N	lo:	00000059
Process Type	Process Payments						
Checks	Select All 🗌 Clear All	88 Layout	G Filter Records (F3)				
O ACH or NACHA	To Process Date	Record No.	Payee	Check No.		Transaction Type	Amount
O Positive Pay	05/16/2016	PAY-133	Brown Brother Farms	Auto-assigned.	Click to chan	AP Payment	35.00
Check Format							
Check Voucher Middle							
Check Voucher Middle Overflow							
Check Printing Options							
Print Company Name							
✓ Print Vendor Name							
Print Check No.							
✓ Print Memo							
⑦ ① ② ☑ Transaction is flagged for	processing.						

iii. The Report Viewer will open showing the Check Voucher Middle report.

	rage			0
Vendor:	0001005006	Brown Brother F	arms	Account:
Bill Id BL-106	Invoice No 54215	. Date 05/16/201	Comment 6	Amount Discount Paid Am 35.00 0.00
Check	k Amount:	**35.00	Date: 05/16/2016	Check No.: 00000059

iv. Click Print button to open the Print Dialog box and the Print Check Verification screen.

Report Viewer		^
Check Voucher Middle AP		
Page	I v of I V II E	df •
Vendor: 0001005006	Brown Brother Farms	Account:
Bill Id Invoice No. BL-106 54215	Date Comment 05/16/2016	Amount Discount Paid Amount 35.00 0.00 35.00
Check Amount: "	'35.00 Date: 05/16/2016	Check No.: 00000059
Thirty-Five and 00/100 * * * * *	****	-

v. In the Print Dialog box click Cancel button.

int		Vendor: 0001	005005 8	own Brother Farme		Account		
al: 1 sheet o	of paper	BUE 14 81-106	Invoice No. 54215	Date 05/16/2016	Comment	Amount 0 35.00	0.00	Amount 35.00
	Print Cancel							
Destination	CP-7030	Churk Ann			Date: 05/10/2010	Charle Ma		
	Change		un. u					
Pages	 All 							
	🔘 e.g. 1-5, 8, 11-13	Thirty-Five and 0	0/100			05/10/2010		**35.00
opies	1 + -	Brow 123 I Aubu	n Brother Farms Itain Street Im, IN 46706					
aper size	Letter							
Quality	1200 dpi 👻	Vendor: 00010	205006 Br	own Brother Farms		Account		
Options	Fit to page	RL-105	Invoice No. 54215	Date 05/16/2016	Comment	Amount 0 35.00	0.00	Amount 35.00
	Two-sided							
int using system	em dialog (Ctrl+Shift+P)							
		Check Amo	sunt: **3	5.00	Date: 05/16/2016	Check No.:	00000059	

vi. In the Print Check Verification screen click Commit toolbar button.

rint Check Verification					^ X
Commit Close					
Details					
Printed Checks					
🖌 Fail All 🔄 Fail None					
Fail Reason	Record No.	Date	Check No.	Payee	Amount
Enter reason why the check failed to print.	PAY-133	05/16/2016	00000059	Brown Brother Farms	35.00

In the Print Check Verification screen, you will have to specify whether the printing of check was a success or it failed.
1. If the check printing was a success, see Printing of Check is successful.
2. If the check printing failed, see Printing of Check failed.

- vii. Close the Check Voucher Middle report by clicking the x button on the Check Voucher Middle tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports.

leport Viewer					
Check Voucher Middle AP	×				-
M 8 8	N Page 1	v of 1		Pdf 💌	
Vendor: 0	0001005006	Brown Brother Farms	5	Account:	
Bill Id	Invoice No.	Date	Comment	Amount Discount	Paid Amount
BL-106	54215	05/16/2016		35.00 0.00	35.00
Check	Amount: **	35.00	Date: 05/16/2016	Check No. 00000	059
Check	Anount.	55.00	Date: 03/10/2010	CHECK NO. 00000	
Thirty-Five a	and 00/100 * * * * *	* * * * * * * * * * * * * * * *	****		

viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

Process Payments										^ □ X
Preview Close										
Details										
Bank Account: 123452	✓ Bank I	Name: Chas	e Bank - Indiana					Next Check N	0:	00000059
Process Type	Process Pay	ments								
Checks	Select All	🗌 Clear All	日日 Layout	Q,	Filter Records (F3)					
O ACH or NACHA	To Process	Date	Record No.	Pa	yee	Check	No.		Transaction Type	Amount
O Positive Pay										
Check Format										
Check Voucher Middle										
Check Voucher Middle Overflow										
Check Printing Options										
Print Company Name										
Print Vendor Name										
Print Check No.										
Print Memo										
⑦ ۞ ♀										

ix. Processed transaction will be moved to Positive Pay process type

Process Payments										^ □ ×
Details										
Bank Account: 123452 v Bank	Name: Chas	se Bank - India	ana		Next Check No):	0000060	File Format		~
Process Type	Process Pay	ments								
O Checks	Select Al	I 🗌 Clear All	88 Layout	Q, Filter	Records (F3)					
O ACH or NACHA	To Process	Date	Record No.	Payee		Check No.		Transaction Ty	pe	Amount
Positive Pay		11/02/2015	PAY-1	BP Oil No	rth West Ohio	0000052		AP Payment		3,237.19
Check Format		01/08/2016	PAY-5	Apple Spi	ce Sales	00000051		AP Payment		3,366.30
Check Voucher Middle		05/16/2016	PAY-100	Midwest	Propane	0000054		AP Payment		55.00
Check Voucher Middle Overflow	>	05/16/2016	PAY-133	Brown Br	other Farms	00000059		AP Payment		35.00
		05/16/2016	PAY-135	Hall Oil a	nd Gas	0000056		AP Payment		40.00
Check Printing Options										
Print Company Name										
Print Vendor Name										
Print Check No.										
Print Memo										
🕐 🕼 💡 🖂 Transaction is un-flagged fo	or processing	ş.								

x. Select File Format Type and click Generate toolbar button and file should be downloaded.

Details							
Bank Account: 123452 ~	Bank Name: Cha	ise Bank - Indi	ana	Next Check No	: 00000060	File Format testa	
Process Type	Process Pa	yments					
O Checks	Z Select A	II 🗌 Clear All	88 Layout	Q Filter Records (F3)			
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Am
Positive Pay		11/02/2015	PAY-1	BP Oil North West Ohio	00000052	AP Payment	З,
Check Format		01/08/2016	PAY-5	Apple Spice Sales	00000051	AP Payment	З,
Check Voucher Middle		05/16/2016	PAY-100	Midwest Propane	00000054	AP Payment	
Check Voucher Middle Overflow	\checkmark	05/16/2016	PAY-133	Brown Brother Farms	00000059	AP Payment	
		05/16/2016	PAY-135	Hall Oil and Gas	00000056	AP Payment	
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No.							
Print Memo							

From Purchasing module click Process Payments.

i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

rocess Payments									
Preview Close									
Details									
Bank Account: 11	3322	✓ Bank I	Name: Wells	Fargo Indiana			Next Check	No:	0000004
Process Type		Process Pay	/ments						
Checks		Select Al	I 🗌 Clear All	믑 Layout	Q Filter Records (F3)				
O ACH or NACH	A	To Process	Date	Record No.	Payee	Check No.		Transaction Type	Amount
O Positive Pay		~	04/28/2016	PAY-93	Apple Spice Sales	Auto-assigned	d. Click to ch	AP Payment	25.00
Check Format									
Check Voucher Mid	dle								
Check Voucher Mid	dle Overflow								
Check Printing O	ptions								
Print Company	Name								
Print Vendor N	ame								
Print Check No									
Print Memo									
000	Ready								

ii. Select the transaction/s to be processed and click Preview toolbar button.

Process Payments						
Preview Close						
Details						
Bank Account: 113322	V Bank Name: Well	s Fargo Indiana		Next C	heck No:	00000004
Process Type	Process Payments					
Checks	Select All 🗌 Clear Al	I 🗄 Layout	Q Filter Records (F	3)		
O ACH or NACHA	To Process Date	Record No.	Payee	Check No.	Transaction Type	Amount
O Positive Pay	04/28/2016	PAY-93	Apple Spice Sales	Auto-assigned. Click to	ch AP Payment	25.00
Check Format						
Check Voucher Middle						
Check Voucher Middle Overflow						
Check Printing Options						
Print Company Name						
✓ Print Vendor Name						
✓ Print Check No.						
✓ Print Memo						
🕐 💭 🖓 🖂 Ready						

iii. The Report Viewer will open showing the Check Voucher Middle report.

Report	Viewer							×
Check	Voucher Middl	e AP 🔀						
H	8	M A Pa	age 1 🔻	of 1	Pdf	~		
		Vendor: 00	01005004	Apple Spice Sales		Account: 15935782	46	
		Bill Id	Invoice No.	Date	Comment	Amount Discount	Paid Amount	
		Check Ar	nount:	**25.00	Date: 04/28/2016	Check No.: 00000	004	
		Twenty-Five a	nd 00/100 * * * * *					

iv. Click Print button to open the Print Dialog box and the Print Check Verification screen.

k Voucher Middle	AP 🗵	1 • of	1	Pdf .	•		
	Vendor: 000100	5004 App	le Spice Sales	Comment	Account: 1593578246	6 Paid Amount	
	BL-94	8899	04/28/2016		25.00 0.00	25.00	
	Check Amoun	ıt: **25.	00	Date: 04/28/2016	Check No.: 000000	04	

v. In the Print Dialog box click Cancel button.

Print	
Total: 1 sheet o	f paper
	Print Cancel
tination	UDENNIS\Brother DCP
	Change
	 All
	🔘 e.g. 1-5, 8, 11-13
	1 + -
er size	Letter
ty	1200 dpi 💌
tions	Fit to page
	Two-sided
Drint using out	am dialog (Ctrl+Shift+D)

vi. In the Print Check Verification screen click Commit toolbar button.

rint Check Verification					^
Commit Close					
Details					
Printed Checks					
🗹 Fail All 🗌 Fail None					
Fail Reason	Record No.	Date	Check No.	Payee	Amount
Enter reason why the check failed to print.	PAY-93	04/28/2016	00000004	Apple Spice Sales	25.00

- In the Print Check Verification screen, you will have to specify whether the printing of check was a success or it failed.
 1. If the check printing was a success, see Printing of Check is successful.
 2. If the check printing failed, see Printing of Check failed.

vii. Close the Check Voucher Middle report by clicking the **x button** on the **Check Voucher Middle tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.

Report Viewer							×
Check Voucher N	/iddle AP 🗵					4	
A O		Page 1 🔻	of 1 🕨 M	Pdf *			
	Vendor:	0001005003	Midwest Propane		Account:		
	Bill Id BL-93	Invoice No. 321	Date 04/27/2016	Comment	Amount Discount 14.00 0.00	Paid Amount 14.00	
	Chool	k Amount	**14.00	Data: 04/27/2016	Check No : 000200	0.05	
	Check	k Alloullt.	14.00	Date. 04/2//2010	CHECK NO 000200	105	
	Fourteen a	and 00/100 * * * * * *					
4							- F

viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

Process Payments						~ □ ×
Preview Close						
Details						
Bank Account: 113322	✓ Bank Name:	Wells Fargo Indiana			Next Check No:	0000005
Process Type	Process Payments					
Checks	Select All	Clear All 🔠 🗄 Layout	Q Filter Recor	rds (F3)		
O ACH or NACHA	To Process Date	Record No.	Payee	Check No.	Transaction Type	Amount
O Positive Pay						
Check Format						
Check Voucher Middle						
Check Voucher Middle Overflow						
Check Printing Options						
Print Company Name						
Print Vendor Name						
Print Check No.						
✓ Print Memo						
🕐 🕼 🦞 🖂 Ready						

ix. Processed transaction will be moved to Positive Pay process type

Process Payments									^ □ ×
Details									
Bank Account: 113322 v Ban	k Name: Well	s Fargo Indiar	na		Next Check No:		00000005 File	Format	~
Process Type	Process Pay	ments							
O Checks	Select Al	I 🗌 Clear All	🗄 Layout	Q,	Filter Records (F3)				
O ACH or NACHA	To Process	Date	Record No.	Pa	yee	Check N	lo.	Transaction Type	Amount
Positive Pay	~	04/28/2016	PAY-93	Ap	ple Spice Sales	000000	04	AP Payment	25.00
Check Format									
Check Voucher Middle									
Check Voucher Middle Overflow									
Check Printing Options									
Print Company Name									
✓ Print Vendor Name									
Print Check No.									
✓ Print Memo									
🕐 🗘 🖗 🖂 Ready									

x. <u>Select File Format Type and click Generate toolbar button and file should be downloaded.</u>

Bank Account: 113322 V Ban	nk Name: Well	s Fargo India	าล	Next Check No:	000000)5 File Format testa	
Process Type	Process Pag	ments				-	
O Checks	Select Al	I 🗌 Clear All	믑 Layout	Q Filter Records (F3)			
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Am
Positive Pay	~	04/28/2016	PAY-93	Apple Spice Sales	00000004	AP Payment	
Check Format Check Voucher Middle Check Voucher Middle Overflow							
Check Format Check Voucher Middle Check Voucher Middle Overflow							
Check Format Check Voucher Middle Check Voucher Middle Overflow Check Printing Options V Print Company Name							
Check Format Check Voucher Middle Check Voucher Middle Overflow Check Printing Options Check Printing Options Print Company Name Print Company Name Print Company Name Print Company Name							
Check Format Check Voucher Middle Check Voucher Middle Overflow Check Printing Options © Print Company Name © Print Vendor Name © Print No.							

From Purchasing module click **Process Payments**.

ii.

i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

Details								
Bank Account 001122	✓ Bank	Name: Mid	west America FC	U	Next	t Check No		0000002
Process Type	Process Pay	/ments						
Checks	Select Al	I 🗌 Clear Al	I III View	Filter (F3)				К.Я. 2 Ч
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Tr	ansaction Type	Amount
O Positive Pay	~	7/26/2017	PAY-241	Midwest Propane	Auto-assigned. Click to	o chan Al	Payment	173.21
Check Format								
Check Voucher Middle AP								
Check Printing Options								
Print Company Name								
Print Vendor Name								
Print Check No.								
Print Memo								
2 D Q Ready								
Select the transaction/s to	be pro	cesse	d and clic	ck Preview	toolbar button	۱.		
Process Payments								^ □ ×
Preview Close								
Details								
Bank Account 001122	✓ Bank	Name: Mid	west America FC	U	Next	t Check No		00000002

Bank Account 001122	✓ Bank	Name: Midv	vest America F	U	Next Check	No	0000000
Process Type	Process Pay	/ments					
Ocean Checks	Select Al	I 🗌 Clear All	88 View	Filter (F3)			K 7 12 S
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
O Positive Pay		7/26/2017	PAY-241	Midwest Propane	Auto-assigned. Click to chan	AP Payment	173.2
Check Format							
Check Voucher Middle AP							
Charle Brintian Ontinen							
A FILL A FILL AND A TRACTAGE							
Check Frinting Options							
Print Company Name							
Print Company Name Print Vendor Name							
Print Company Name Print Vendor Name Print Vendor Name Print Check No.							

iii. The Report Viewer will open showing the Check Voucher Middle report.

report viewer - Check voucher middle A	*		
Archive Close			
H B S K 4 Page	1 * of 1 > H 🗄 🛱 Pdr *		
			Î
	Vendor: 0001005003 Midwest Propane	Account:	
	Bill Id Invoice No. Date Commen BL-281 0158 07/28/2017	Amount Disc/Interest Paid Amount	
	Check Amount: **17321 Date:	0726/2017 Check No.: 00000002	
	One Hundred Seventy-Three and 21/100		
	Fort Wayne Offic 550 Mann Fort Wayne, IN 46004	0726/2017 ***173.21	
7 ft C 🖂 Rearty			•
· · · · · · · · · · · · · · · · · · ·			

iv. Click Print button to open the Print Dialog box and the Print Check Verification screen.

Archive Close		
	ige 1 v of 1 k H 🗒 🖏 Pdf v	
	Windor: 000105003 Midwest Propane Account: Bit M Invoice No. Date Comment Annount Dischterest Paid Annount Bit 281 0156 07262017 173.21 0.00 173.21	*
	Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002	
	One Hundrad Seventy-Time and 21/150 ************************************	
? 🕼 🖓 🖂 Ready		÷

v. In the Print Dialog box click Cancel button.

Print	
0	if paper
	Print Cancel
Chaose	irother DCP
e ar	
© eg. 1-5, 8, 11-13	
1	
Fit to page	
Two-sided	
ngs	
em dialog (Ctrl+Sh	.ft+P)

vi. In the Print Check Verification screen click Commit toolbar button.

Pr	int C	Check Verification					^ X
C	omm	nit Close					
ſ	Detai	ilis					
	Prin	nted Checks					
	√ F	Fail All 🔄 Fail None					
	Fail	Reason	Record No.	Date	Check No.	Payee	Amount
		Enter reason why the check failed to print.	PAY-241	7/26/2017	0000002	Midwest Propane	173.21
L							
3		D 🖓 Ready					

- In the Print Check Verification screen, you will have to specify whether the printing of check was a success or it failed.
 1. If the check printing was a success, see Printing of Check is successful.
 2. If the check printing failed, see Printing of Check failed.
 vii. Close the Check Voucher Middle report by clicking the x button on the Check Voucher Middle tab to close the said report or click the X button at the top right corner of the Report Viewer to close all reports.

Report	Viewer - Check Voucher Middle AP		^ □	
			1	1
H	B B K 4 Page	1 v of 1 N E B Pdf v		
		Vendor: 0001005003 Midwest Propane Accos	unt:	
		B-281 0159 07/26/2017	172 21	
		Check Amount: "172.21 Date: 0726/2017 Che	eck No.: 00000002	
		Une Publied Sweeting-Integrate and 2 (100) Fort Wagnes Offic Fort Wagnes, IN 46004	2017 ***173.21	
? 0	🕽 🖓 🖂 Ready			
				-

viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

Process Payments							^ □ ×
Details							
Bank Account 001122	V Bank Name: Midv	vest America FCI	J		Next Check N	0	0000002
Process Type	Process Payments						
Checks	Select All	88 View	Filter (F3)				К.Я И Ч
ACH or NACHA	To Process Date	Record No.	Payee	Check No.		Transaction Type	Amount
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No. Print Memo							
? 🔘 💡 🖂 Print job started.							

ix. Processed transaction will be moved to Positive Pay process type

Process Payments							^ □ X
Details							
Bank Account 001122	~ B	nk Name: M	Aidwest Americ	a FCU		File Format	~
Process Type	Process Pay	ments Arc	hive File				
O Checks	Select Al	🗌 Clear All	88 View	Filter (F3)			5.7 2 1
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
Positive Pay		7/10/2017	PAY-240	ABC Trucking	0000001	AP Payment	11,093.22
Check Format	~	7/26/2017	PAY-241	Midwest Propane	0000002	AP Payment	173.21
Check Voucher Middle AP							
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No.							
✓ Print Memo							
r 🚽 y 🖂 Transaction is un-flagged f	or processing						

x. <u>Select File Format Type and click Generate toolbar button and file should be downloaded.</u>

Credit Card Reconciliation	Process Payments							~ □ ×
🖵 Inventory	Generate Close							
Purchasing (Accounts Payable)	Details							
Purchase Orders	Bank Account 001122	~ E	Bank Name:	Midwest Ameri	ca FCU		File Format Positive	Confirmation ~
Voucher Batch Entry	Process Type	Process Pa	syments An	thive File				
Vouchers	O Checks	Select A	NI 🗌 Clear A	88 View	Filter (F3)			53
Batch Posting	ACH or NACHA	To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
Pay Vouchers	Positive Pay		7/10/2017	PAY-240	ABC Trucking	00000001	AP Payment	11,093.22
Pay Voucher Details	Check Format		7/26/2017	PAY-241	Midwest Propane	00000002	AP Payment	173.21
Process Payments	Check Voucher Middle AP							
Import Vouchers from Origin								
1099								
Buyers								
Liens								
Vendors	Check Printing Options							
📮 Reports	Print Company Name							
Sales (Accounts Receivable)	Print Vendor Name							
📮 Payroll	Print Check No.							
Notes Receivable	Print Memo							
Contract Management	?	for processin	g.					
Risk Management								
Ticket Management								
	*							
						98,860.00		
	Company of Location: 0001 - Fort Wayne						Copyrigh	t © 2017 iRely, All rig
4016_PositiveConficsv								

xi. Transaction should be moved to Archive File Tab and tagged as committed

Process Payments							^ □ ×
Retrieve File Regenerate Close							
Details							
Bank Account 001122	v Bank N	lame: Midwest	America FCU		File Format	Positive Co	onfirmation ~
Process Type	Process Payment	ts Archive File					
O Checks	Date	Record No.	Payee	Transaction Type		Amount	Committed
ACH or NACHA Positive Pay	Batch Log ID	: 36 - 07/26/2017 -	4016_PositiveConfirmation	_2017_07_26_035749.csv			
	2017-07-2	PAY-241	Midwest Propane	AP Payment		173.21	~
Check Voucher Middle AP							
Check Printing Options							
Print Company Name							
Print Vendor Name							
Print Check No.							
Print Memo							
? 🔘 💡 🖂 Transaction is un-flagged f	for processing.						

xii. Click Retrieve Toolbar button to retrieve generated file





inc inc						
Credit Card Reconciliation	Process Payments					^ □ ×
🖵 Inventory	Retrieve File Regenerate Close					
Purchasing (Accounts Payable)	Details					
Purchase Orders	Bank Account 001122	v Bank Name: Midwest /	America FCU	FI	le Format Positive	Confirmation v
Voucher Batch Entry	Process Type	Process Payments Archive File				
Vouchers	Checks	Data Record No.	Pavea	Transaction Type	Amoun	Committed
Batch Posting	ACH or NACHA		rojec	The doction type		committee
Pay Vouchers	Positive Pay	Batch Log ID: 36 - 07/26/2017 -	4016_PositiveConfirmation_201	7_07_26_035749.csv		
Pay Voucher Details	Check Format	✓ 2017-07-2 PAY-241	Midwest Propane	AP Payment	173.	21 🗸
Process Payments	Check Voucher Middle AP					
Import Vouchers from Origin						
1099						
Buyers						
Liens						
Vendors	Check Printing Options					
📮 Reports	Print Company Name					
Sales (Accounts Receivable)	Print Vendor Name					
📮 Payroli	Print Check No.					
Notes Receivable	Print Memo					
Contract Management	? 🗊 🖓 🖂 Transaction is un-flagged	for processing.				
Risk Management						
📮 Ticket Management						
				98,860.00		
	Company: 01 Location: 0001 - Fort Wayne	•			Copyrig	ht © 2017 iRely, All rig
4016_PositiveConficsv						