


How To Process Payments

Here are the steps on how to print checks via the **Pay Voucher Details** screen. Note that processing payments is applicable only if the payment method used is **Check** (see [How To Create Check Payments](#)).

- 1. **Post** the payment transaction with Check payment method.
- 2. Click **Process Payment** button to open Process Payment screen.
- 3. Bank Account selected in the Pay Voucher Details screen is automatically selected and on the grid, newly posted payable will be displayed.
- 4. You can either assign check number manually or let the system automatically assign the next check number available.




If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

- 5. Click **Print Check** button to open check **Report Preview**
- 6. On the Report Preview, click **Print** button. Print preview will open where you can either **Save** or **Print** the Check depending on the selected **Destination**.
- 7. After the actual printing of the Check, the printed check will be displayed in the Process Payments > **Archive File**.
- 8. Check number assigned to the Check will be displayed in the **Check No.** field of the payment record. **Printed** status will also be displayed.

Here are the steps on how to print checks via the **Pay Voucher Details** screen. Note that processing payments is applicable only if the payment method used is **Check** (see [How To Create Check Payments](#)).

- 1. **Post** the payable transaction with Check payment method.
- 2. Click **Process Payment** button to open Process Payment screen.
- 3. Bank Account selected in the Pay Voucher Details screen is automatically selected and on the grid, newly posted payable will be displayed.
- 4. You can either assign check number manually or let the system automatically assign the next check number available.



If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

- 5. Click **Preview** button to open check **Report Viewer**.
- 6. On the Report Preview, click **Print** button. Print preview will open where you can either **Save** or **Print** the Check depending on the selected **Destination**.
- 7. After the actual printing of the Check, the **Print Check Verification** screen will open.
- 8. Click **Commit** if the check is successfully printed and click **Yes** on message.
- 9. Check number assigned to the Check will be displayed in the **Check No.** field. **Printed** status will also be displayed.

Here are the steps on how to print checks via the **Pay Voucher Details** screen. Note that processing payments is applicable only if the payment method used is **Check** (see [How To Create Check Payments](#)).

- 1. **Post** the payable transaction with Check payment method.
- 2. Click **Process Payment** button to open Process Payment screen.
- 3. Bank Account selected in the Pay Voucher Details screen is automatically selected and on the grid, newly posted payable will be displayed.
- 4. You can either assign check number manually or let the system automatically assign the next check number available.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Unpost Recap Close

Details Audit Log (1)

Vendor No: CC Jitters Date Paid: 01/26/2016 Record No: PAY-34

Process Payments

Preview Close

Details

Bank Account: 68215422 Bank Name: Sample Bank Next Check No: 00020012

Process Type

☒ Checks
☐ ACH or NACHA
☐ 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

Process Payments

☒ Select All ☐ Clear All ☐ Layout Filter Records (73)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	01/26/2016	PAY-34	CC Jitters	Auto-assigned. Click to cha...	AP Payment	100.00



If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

- Process Payments

Preview

Close

Details

Bank Account

Process Type

☒ Checks
 ☐ ACH or I
 ☐ Positive

Check Form

Check Vouch

Check Vouch

Preview Task List

✕ Remove

📁 Archive

⌘ Layout

🔍 Filter Records (F3)

<input type="checkbox"/>	Report Name	Status	Download	Details
<input type="checkbox"/>	Check Voucher Middle	⚙️	📄	📄
<input type="checkbox"/>	Check Voucher Middle	🔍	📄	📄
<input type="checkbox"/>	Check Voucher Middle	🔍	📄	📄
<input type="checkbox"/>	Check Voucher Middle	🔍	📄	📄
<input checked="" type="checkbox"/>	Check Voucher Middle	🔍	📄	📄
<input type="checkbox"/>	Check Voucher Middle	🔍	📄	📄

- [illegible]

- Total:** 1 sheet of paper

Destination:

Pages:

Copies:

Layout:

Color:

+ More settings

Please enter system date: (Ctrl+Shift+F)

Vendor:		CC Jitters		Account:	
BRI# BL-42	Invoice No. 1234	Date 01/03/2016	Comment	Amount 100.00	Paid Amount 0.00
Check Amount:		**100.00		Date: 01/03/2016 Check No.: 00020012	
(Z) Dorco Setup Company(Sourc) 4345 Tropicall Court Fort Wayne, IN 46820				00020012 DATE: 01/03/2016 Sample Bank CC-Cash-on-Arty Payment, IN 46820	
Ninety-Five and 00/100 **				<input type="text" value="\$"/> **100.00	
PAY TO THE ORDER OF CC Jitters Indianapolis, IN 46201					
@PD F0D & PD7AD000 Q0L&R & L& P Z					
Vendor:		CC Jitters		Account:	
BRI# BL-42	Invoice No. 1234	Date 01/03/2016	Comment	Amount 100.00	Paid Amount 0.00
Check Amount:		**100.00		Date: 01/03/2016 Check No.: 00020012	

8. After the actual printing of the Check, the **Print Check Verification** screen will open.

Print Check Verification

Commit Close

Details

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-34	01/26/2016	00020012	CC Jitters	100.00

Ready

9. Click **Commit** if the check is successfully printed and click **Yes** on message.

Print Check Verification

Commit Close

Details

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-34	01/26/2016	00020012	CC Jitters	100.00

!

iRely i21

Are you sure to commit the printed and failed check numbers?

Yes
No

Ready

10. Check number assigned to the Check will be displayed in the **Check No.** field. **Printed** status will also be displayed.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Void Recap Close

Detail Audit Log (2)

Vendor No: CC Jitters Date Paid: 01/26/2016 Record No: PAY-34

Bank Account: Sample Bank Payment Method: Check Currency: USD

Amount Paid: 95.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -222,260.38 Check No: 00020012 Withheld: 5.00

Notes:

Layout Filter Records (F3)

<input checked="" type="checkbox"/>	Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
<input checked="" type="checkbox"/>	02/10/2016	BL-62	1234	Net 15	100.00	20000-0000...	0.00	0.00	100.00	100.00

100.00 100.00

Printed Page 1 of 1

Here are the steps on how to print checks via the **Pay Bills** screen:

1. During **Pay Bills** creation (see [How To Create Payments](#)), select **Check** as your payment method to enable **Print** button.

Undo **Print** Post Recap Close

Date Paid: 02/25/2015

Payment Method: Check

76.25 Unapplied Amount: 0.00

2. **Post** the transaction.

3. Click **Print** toolbar button. Print Checks screen will open.

The screenshot shows the 'Pay Bills Detail' window. The toolbar at the top includes buttons for New, Save, Search, Delete, Undo, Print, Unpost, Recap, and Close. The 'Print' button is highlighted with a red box and a red arrow. Below the toolbar, the 'Vendor No.' is 000000001, 'Date Paid' is 02/25/2015, 'Record No.' is PAY-14658, 'Bank Account' is AG, 'Payment Method' is Check, 'Currency' is USD, 'Amount Paid' is 76.25, 'Unapplied Amount' is 0.00, 'Vendor Credit' is 0.00, 'Bank Balance' is 4,999,923.75, 'Check No.' is blank, and 'Withheld' is 0.00.

4. Bank Account selected in the Pay Bill Detail screen is automatically selected and on the grid, newly posted payable will be displayed.
5. You can either assign check number manually or let the system automatically assign the next check number available.

The screenshot shows the 'Print Checks' window. The 'Bank Account' dropdown is set to 'AG' and is highlighted with a red box. The 'Bank Name' is 'SAMPLE BANK ACCOUNT' and 'Next Check No.' is 00000001. The 'Print Checks' tab is selected, and the 'Select All' checkbox is checked. The grid displays the following data:

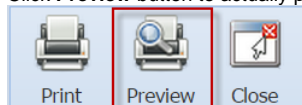
To Pri...	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	02/25/2015	PAY-14658	Sample Vendor 01	To be printed	AP Payment	76.25



If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

6. You can either directly print the Check or preview it first before printing.

- i. Click **Preview** button to actually print the check.



- ii. **Preview Task List** screen will open while the system is generating the report.

The screenshot shows the 'Preview Task List' window. It has a 'Delete' button and a 'Filter' field. The table below lists the reports:

Report Name	Status	Show
Check Voucher Middle		<input checked="" type="checkbox"/>

iii. Then, **Report Preview** screen will open.

Report Viewer

Check Voucher Middle

Page 1 of 1 Pdf

Vendor: 0000000001 Sample Vendor 01 **Account:**

Bill Id	Invoice No.	Date	Amount	Discount	Paid Amount
BL-45610		02/25/2015	76.25	0.00	76.25

Check Amount: **76.25 **Date:** 02/25/2015 **Check No.:** 00000001

Seventy-Six and 25/100 *****

02/25/2015 **76.25

Sample Vendor 01
SV01 Test Drive
Cardington, OH 43315

- iv. On the Report Preview, click **Print** button. Another window will open where you can either **Save** or **Print** the Check depending on the selected **Destination**.

Print

Total: 1 page

Save Cancel

Destination

Save as PDF

Change...

Pages

All

e.g. 1-5, 8, 11-13

Layout

Portrait

Paper size

Letter

Margins

Default

Options

☒ Headers and footers
 ☐ Background graphics

Print

Total: 1 sheet of paper

Print Cancel

Destination

\\PC Name\Brother DCP-7030

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

+

-

Layout

Portrait

Options

☐ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

2/25/2015

XtraReport

Vendor: 000000001

Sample Vendor 01

Account:

Bill Id BL-45610

Invoice No.

Date 02/25/2015

Amount 76.25

Discount 0.00

Paid Amount 76.25

Check Amount: **76.25

Date: 02/25/2015

Check No.: 00000002

Seventy-Six and 25/100 *****

02/25/2015

**76.25

Sample Vendor 01

SV01 Test Drive

Cardington, OH 43315

2/25/2015

XtraReport

Vendor: 000000001

Sample Vendor 01

Account:

Bill Id BL-45610

Invoice No.

Date 02/25/2015

Amount 76.25

Discount 0.00

Paid Amount 76.25

Check Amount: **76.25

Date: 02/25/2015

Check No.: 00000002

Seventy-Six and 25/100 *****

02/25/2015

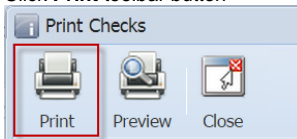
**76.25

Sample Vendor 01

SV01 Test Drive

Cardington, OH 43315

- i. Click **Print** toolbar button



- ii. Check will be printed automatically using your system's default printer.

7. After the actual printing of the Check, the **Print Check Verification** screen will open.

Print Check Verification

Commit Close

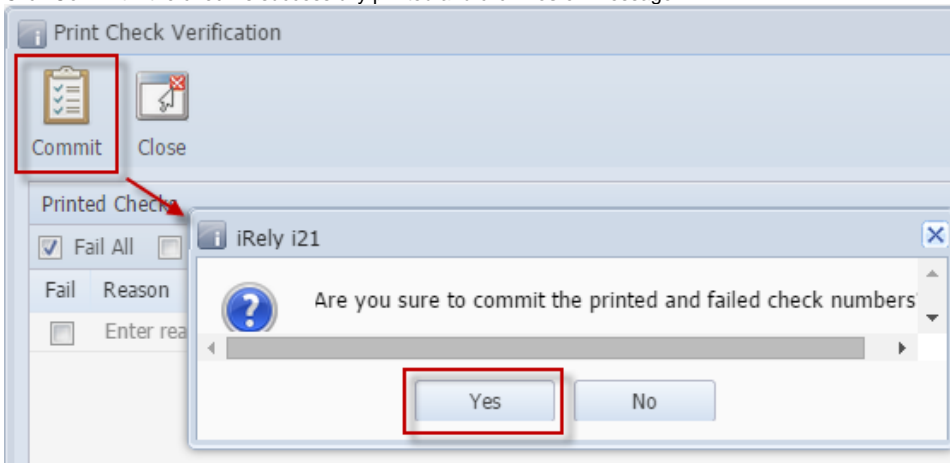
Printed Checks

☒ Fail All
 ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-14658	02/25/2015	00000001	Sample Vendor 01	76.25

Ready

8. Click **Commit** if the check is successfully printed and click **Yes** on message.



9. Check number assigned to the Check will be displayed in the **Check No.** field. **Printed** status will also be displayed.

