

How to Process Payments via Pay Vouchers Screen

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

1. Open **Pay Vouchers** screen from **Purchasing (A/P) > Pay Vouchers**.
2. Select **Check** as **Payment Method**.
3. Click **Process Payment** toolbar button.
4. When Process Payment screen opens, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. You can either assign check number manually or let the system automatically assign the next check number available.
5. In case that a transaction or several transactions were selected from the Pay Vouchers grid before clicking Process Payment, the selected transaction will be posted first and only that transaction/s will be displayed on the Process Payment screen.



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. Click **Print Check** button to open **Report** preview.
7. On preview, click **Print** button. Another window will open where you can either **Save** or **Print** the Check depending on the selected **Destination**.
8. After the actual printing of the Check, close report preview.
9. Printed payment will now be listed in the **Process Payments > Archive File > Not yet generated** list.
10. Check No will now be displayed in the **Check No** field of the created **Pay Voucher Detail** records.

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

1. Open **Pay Vouchers** screen from **Purchasing (Accounts Payable) > Pay Vouchers**.
2. Select **Check** as **Payment Method**.
3. Click **Process Payment** toolbar button.
4. When Process Payment screen opens, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. You can either assign check number manually or let the system automatically assign the next check number available.

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	01/26/2016	PAY-33	Cracked Mug	Auto-assigned. Click to chan...	AP Payment	1,100.00
<input checked="" type="checkbox"/>	01/26/2016	PAY-44	Cracked Mug	Auto-assigned. Click to chan...	AP Payment	143.00
<input checked="" type="checkbox"/>	01/26/2016	PAY-45	CC Jitters	Auto-assigned. Click to chan...	AP Payment	100.00
<input checked="" type="checkbox"/>	01/26/2016	PAY-46	CC Jitters	Auto-assigned. Click to chan...	AP Payment	60.00
<input checked="" type="checkbox"/>	01/26/2016	PAY-47	Cracked Mug	Auto-assigned. Click to chan...	AP Payment	135.00
<input checked="" type="checkbox"/>	01/26/2016	PAY-48	Cracked Mug	Auto-assigned. Click to chan...	AP Payment	141.75
<input checked="" type="checkbox"/>	01/27/2016	PAY-50	CC Jitters	Auto-assigned. Click to chan...	AP Payment	25.00
<input checked="" type="checkbox"/>	01/27/2016	PAY-51	Cracked Mug	Auto-assigned. Click to chan...	AP Payment	500.00

5. In case that a transaction or several transactions were selected from the Pay Vouchers grid before clicking Process Payment, the selected transaction will be posted first and only that transaction/s will be displayed on the Process Payment screen.

Vendor ID	Company	Due Date	Voucher	Vendor Voucher	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method
<input checked="" type="checkbox"/>	0001005078	Cracked Mug	02/11/20...	BL-80	INV-5	Net 15	100.00	0.00	0.00	100.00	100.00	0.00
<input checked="" type="checkbox"/>	0001005079	CC Jitters	02/11/20...	BL-81	INV-6	Net 15	200.00	0.00	0.00	200.00	200.00	10.00
<input type="checkbox"/>	0001005078	Cracked Mug	02/11/20...	BL-82	INV-7	Net 15	150.00	0.00	0.00	150.00	0.00	0.00
<input type="checkbox"/>	0001005079	CC Jitters	02/11/20...	BL-83	INV-8	Net 15	300.00	0.00	0.00	300.00	0.00	0.00

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	01/27/2016	PAY-53	Cracked Mug	Auto-assigned. Click to chan...	AP Payment	100.00
<input checked="" type="checkbox"/>	01/27/2016	PAY-54	CC Jitters	Auto-assigned. Click to chan...	AP Payment	200.00



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.

6. Click **Preview** button, to open **Report Preview**.

Report Viewer

Check Voucher Middle

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PDF

Vendor: 0001005078 Cracked Mug Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-80	INV-5	01/27/2016		100.00	0.00	100.00

Check Amount: **100.00 Date: 01/27/2016 Check No.: 00020013

I21 Demo Setup Company(Source) Sample Bank
4242 Flagstaff Cove Fort Wayne, IN 46815 0131 Commerce Way Indianapolis, IN 46204
074999919 DATE: 01/27/2016

One Hundred and 00/100 ***** \$ [**100.00]

PAY Cracked Mug
TO THE ORDER OF 123 Test Drive Indianapolis, IN 46204

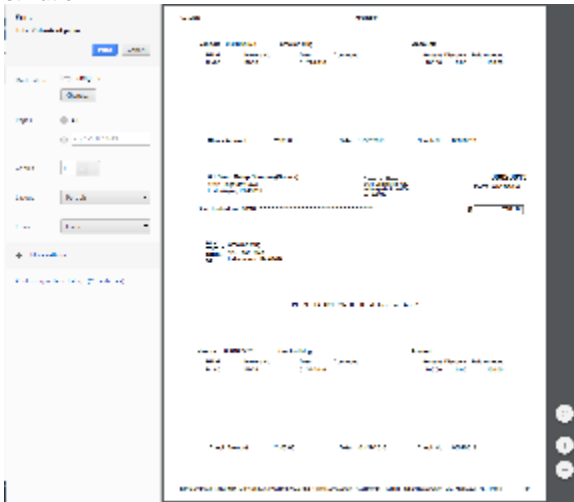
⑈020013⑈07400001068215422

Vendor: 0001005078 Cracked Mug Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-80	INV-5	01/27/2016		100.00	0.00	100.00

Check Amount: **100.00 Date: 01/27/2016 Check No.: 00020013

7. 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**.



- 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-53	01/27/2016	00020013	Cracked Mug	100.00
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-54	01/27/2016	00020014	CC Jitters	200.00

Ready

- 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

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

Yes No

Ready

- Print Verification screen will close and Pay Bills screen will be displayed.
- Check No will now be displayed in the **Check No** field of the created **Pay Voucher Detail** records.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Void Recap Close

Detail Audit Log (0)

Vendor No: Cracked Mug Date Paid: 01/27/2016 Record No: PAY-53

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

Amount Paid: 100.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -236,905.13 Check No: 00020013 Withheld: 0.00

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/11/2016	BL-80	INV-5	Net 15	100.00	20000-0000...	0.00	0.00	0.00	100.00

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Void Recap Close

Detail Audit Log (0)

Vendor No: CC Jitters Date Paid: 01/27/2016 Record No: PAY-54

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

Amount Paid: 190.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: 0.00 Check No: 00020014 Withheld: 10.00

Notes:

Layout Filter Records (F3)


Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/11/2016	BL-81	INV-6	Net 15	200.00	20000-0000...	0.00	0.00	0.00	200.00

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

- Open **Pay Vouchers** screen from **Purchasing > Pay Vouchers**.
- Select **Check** as **Payment Method**.
- Click **Process Payment** toolbar button.
- When Process Payment screen opens, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. You can either assign check number manually or let the system automatically assign the next check number available.

5. In case that a transaction or several transactions were selected from the Pay Vouchers grid before clicking Process Payment, the selected transaction will be posted first and only that transaction/s will be displayed on the Process Payment screen.

 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 Voucher Middle
 - ☐ Check Voucher Middle
 - ☐ Check Voucher Middle
 - ☐ Check Voucher Middle
 - ☐ Check Voucher Middle
 - ☐ Check Voucher Middle

<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 type="checkbox"/>	Check Voucher Middle			
<input checked="" type="checkbox"/>	Check Voucher Middle			
<input type="checkbox"/>	Check Voucher Middle			

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

Report Viewer

Check Voucher Middle

Page 1 of 2

Vendor: 0001005078 Cracked Mug Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-80	INV-5	01/27/2016		100.00	0.00	100.00

Check Amount: **100.00 Date: 01/27/2016 Check No.: 00020013

i21 Demo Setup Company(Source) Sample Bank 00020013
 4242 Flagstaff Cove 5131 Commerce Way
 Fort Wayne, IN 46815 Indianapolis, IN 46204
 074000010 DATE: 01/27/2016

One Hundred and 00/100 ***** \$ **100.00

PAY TO THE ORDER OF Cracked Mug
 123 Test Drive
 Indianapolis, IN 46204

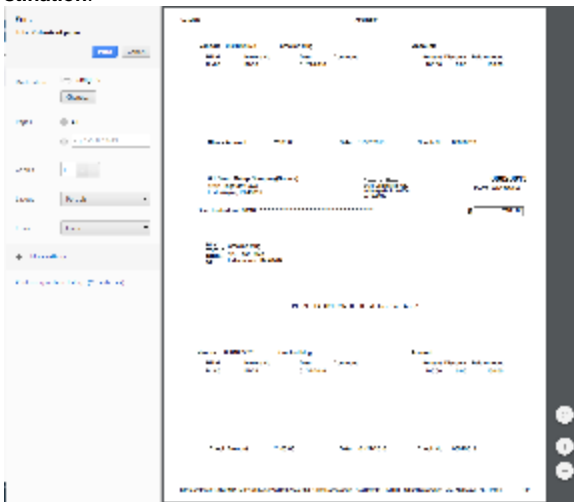
⑆000001307400001066215422

Vendor: 0001005078 Cracked Mug Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-80	INV-5	01/27/2016		100.00	0.00	100.00

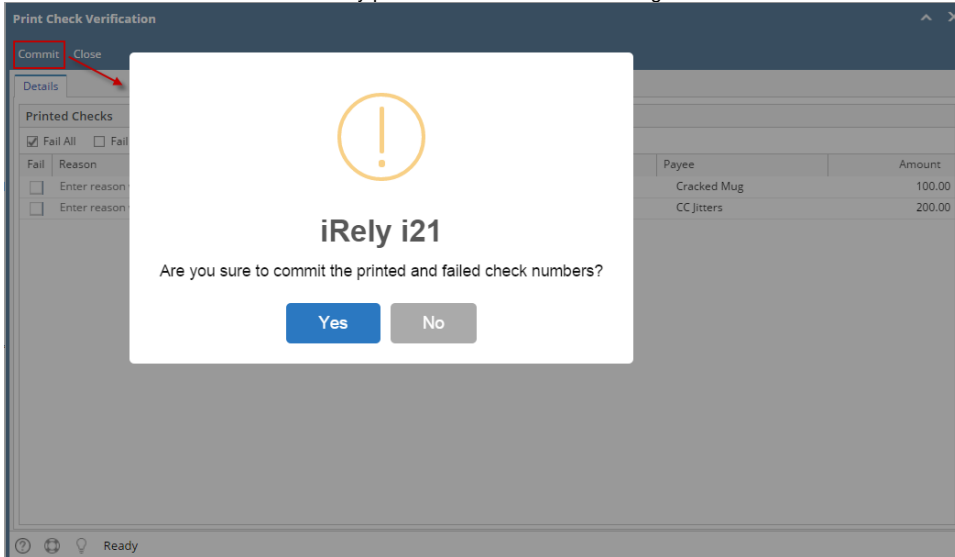
Check Amount: **100.00 Date: 01/27/2016 Check No.: 00020013

8. 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**.

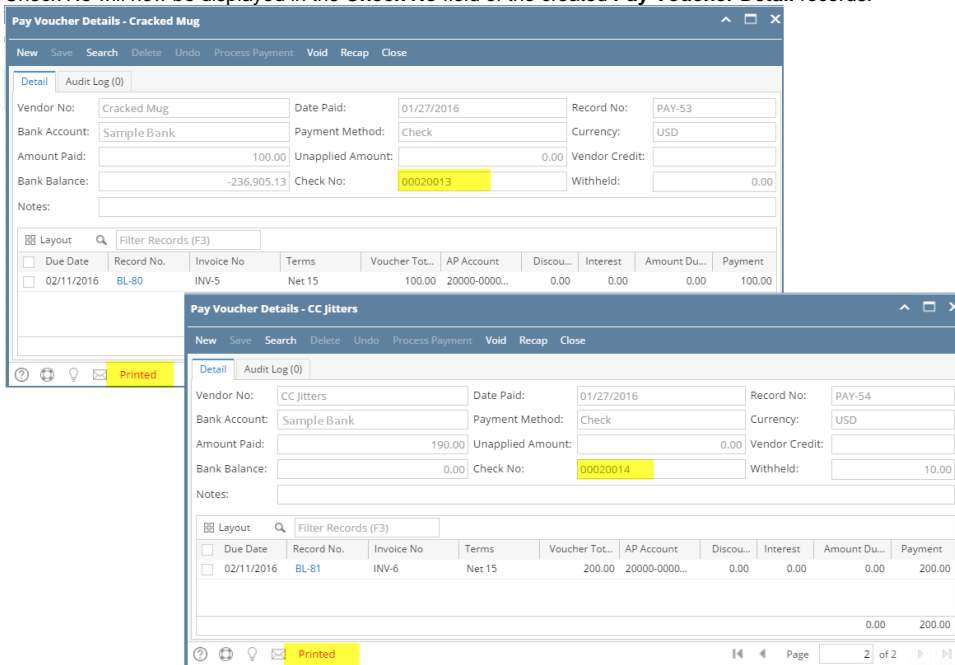


9. After the actual printing of the Check, the **Print Check Verification** screen will open.

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



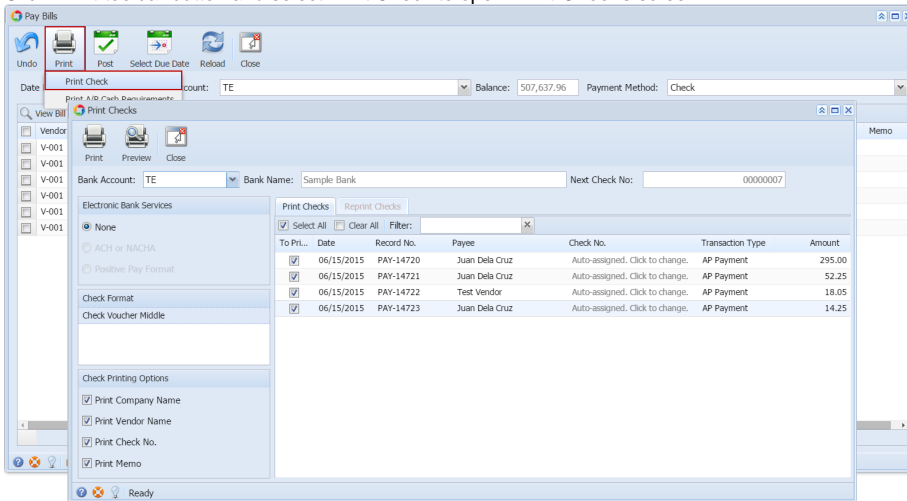
11. Print Verification screen will close and Pay Bills screen will be displayed.
12. Check No will now be displayed in the **Check No** field of the created **Pay Voucher Detail** records.



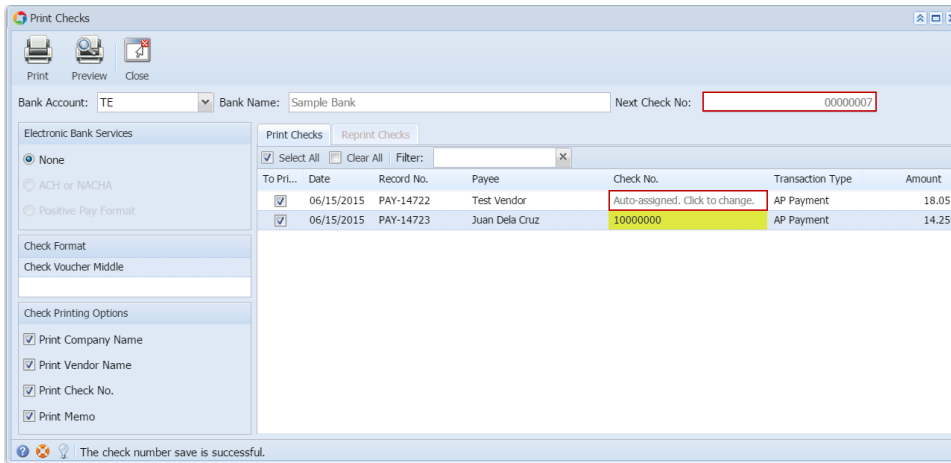
Here are the steps on how to print checks via the Pay Bills screen:

1. Open **Pay Bills** screen via **Purchasing** and then click over Pay Bills menu.
2. During Pay Bills creation (see [How To Select Payments for Multiple Vendors](#)), select **Check** as your payment method to enable **Print** button.

3. Click **Print** toolbar button and select Print Check to open **Print Checks** screen.



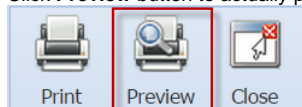
4. On the grid, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. You can either assign check number manually or let the system automatically assign the next check number available.



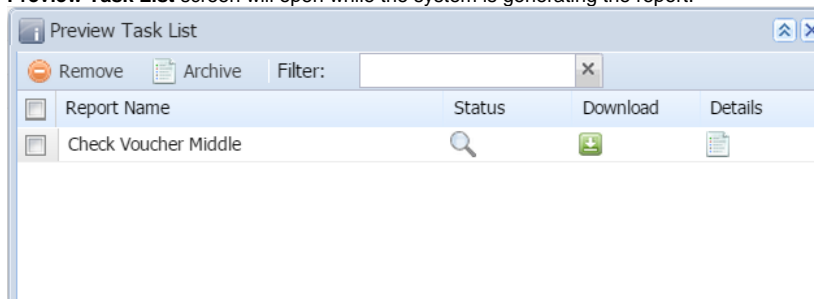
If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

5. 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.



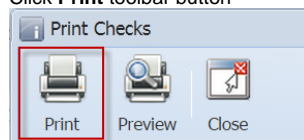
iii. Then, **Report Preview** screen will open.

The screenshot shows a 'Report Preview' window titled 'Check Voucher Middle'. It displays a check form for Vendor V-001, Juan Dela Cruz, with Account 1010101111. The check details include Bill Id BL-45684, Invoice No. INV-102, Date 06/15/2015, Amount 15.00, Discount 0.75, and Paid Amount 14.25. The check amount is **14.25, dated 06/15/2015, with check number 10000000. The text 'Fourteen and 25/100' is visible. The window includes a toolbar with icons for print, preview, and close, and a page indicator showing 'Page 1 of 1'.

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**.

The image shows two side-by-side dialog boxes. The left dialog is titled 'Print' and shows 'Total: 1 sheet of paper'. It has a 'Print' button and a 'Cancel' button. The 'Destination' is set to 'WPC Name\Brother DCP... DCP-7030'. The 'Pages' are set to 'All'. The 'Copies' are set to '1'. The 'Layout' is set to 'Portrait'. The 'Options' section has 'Two-sided' unchecked. The right dialog is titled 'Print' and shows 'Total: 1 page'. It has a 'Save' button and a 'Cancel' button. The 'Destination' is set to 'Save as PDF'. The 'Pages' are set to 'All'. The 'Layout' is set to 'Portrait'. The 'Paper size' is set to 'Letter'. The 'Margins' are set to 'Default'. The 'Options' section has 'Headers and footers' checked and 'Background graphics' unchecked.

i. Click **Print** toolbar button



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

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

The 'Print Check Verification' window has a toolbar with 'Commit' and 'Close' buttons. Below is a 'Printed Checks' section with radio buttons for 'Fail All' (selected) and 'Fail None'. A table lists the following data:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-14723	06/15/2015	10000000	Juan Dela Cruz	14.25

The status bar at the bottom shows 'Ready'.

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

This screenshot shows the 'Print Check Verification' window with the 'Commit' button highlighted by a red box. A red arrow points from the 'Commit' button to a confirmation dialog box titled 'iRely i21'. The dialog box contains the text: 'Are you sure to commit the printed and failed check numbers?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

8. Print Verification screen will close and Pay Bills screen will be displayed.

9. Check No will now be displayed in the **Check No** field of the **Pay Bill Detail** record.

The 'Pay Bill Details' window shows various fields for a vendor bill. The 'Check No' field is highlighted with a red box and contains the value '10000000'. Other fields include Vendor No (V-001), Date Paid (06/15/2015), Record No (PAY-14723), Bank Account (TE), Payment Method (Check), Currency (USD), Amount Paid (14.250000), Unapplied Amount (0.000000), Vendor Credit, Bank Balance (506,817.960000), and Withheld (0.000000). Below the fields is a table of bill details:

Due Date	Record No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
07/15/2015	BL-45684	5% 10 Net 30	15.00	26003-0000	0.75	0.00	0.00	14.25

The status bar at the bottom shows 'Posted/Printed' and 'Page 1 of 1'.

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

1. Open **Pay Bills** screen via **Accounts Payable > Activities** and double click over Pay Bills menu.
2. During Pay Bills creation (see [How To Select Payments for Multiple Vendors](#)), select **Check** as your payment method to enable **Print** button.

- Click **Print** toolbar button and select Print Check to open **Print Checks** screen.

The screenshot shows the 'Pay Bills' window. The 'Print' button in the toolbar is highlighted with a red box. A dropdown menu is open, showing 'Print Check' as the selected option. The 'Print Checks' sub-window is also visible, showing fields for Bank Account (01), Bank Name (My Bank), and a table of payable items.

To Print	Date	Record No.	Payee	Check No.
<input checked="" type="checkbox"/>	09/16/2014	PAY-1	Sample Company	To be printed

- On the grid, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. 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 'Next Check No.' field is set to 00000895. Below, a table lists payable items, with the first item 'Sample Company' highlighted in yellow.

To Print	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	09/16/2014	PAY-1	Sample Company	To be printed	AP Payment	50.00



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.

- Click **Preview** button to actually print the check. **Preview Task List** screen will open while the system is generating the report.

The screenshot shows the 'Print Checks' window. The 'Preview' button is highlighted with a red box. A 'Preview Task List' dialog box is open, showing a table with 'Check Voucher Middle' selected.

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

6. **Report Preview** screen will also open.

Check Voucher Middle

Page 1 of 1 Pdf

Vendor: KL1 KEITH LAH Account: --

Bill Id	Invoice No.	Date	Amount	Discount	Paid Amount
BL-1		09/16/2014	50.00	0.00	50.00

Check Amount: **50.00 Date: 09/16/2014 Check No.: 00000895

Fifty and 00/100 *****

09/16/2014 **50.00

Sample Company

7. On the Report Preview, click **Print** button and the one from the **Print Dialog** window to actually print the check.

Report Viewer

Check Voucher Middle

Print

Printer: Microsoft XPS Document Writer Properties Advanced Help ?

Copies: 1 Print in grayscale (black and white)

Pages to Print

☒ All

☐ Current page

☐ Pages 1

More Options

Page Sizing & Handling

Size Poster Multiple Booklet

☒ Fit

☐ Actual size

☐ Shrink oversized pages

☐ Custom Scale: 100 %

☐ Choose paper source by PDF page size

Orientation:

☒ Auto portrait/landscape

☐ Portrait

☐ Landscape

Comments & Forms

Document and Markups

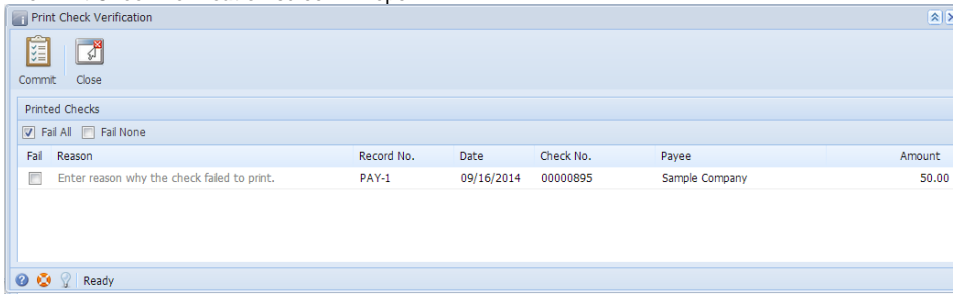
Scale: 100%

8.5 x 11 Inches

Page 1 of 1

Print Cancel

8. The **Print Check Verification** screen will open.

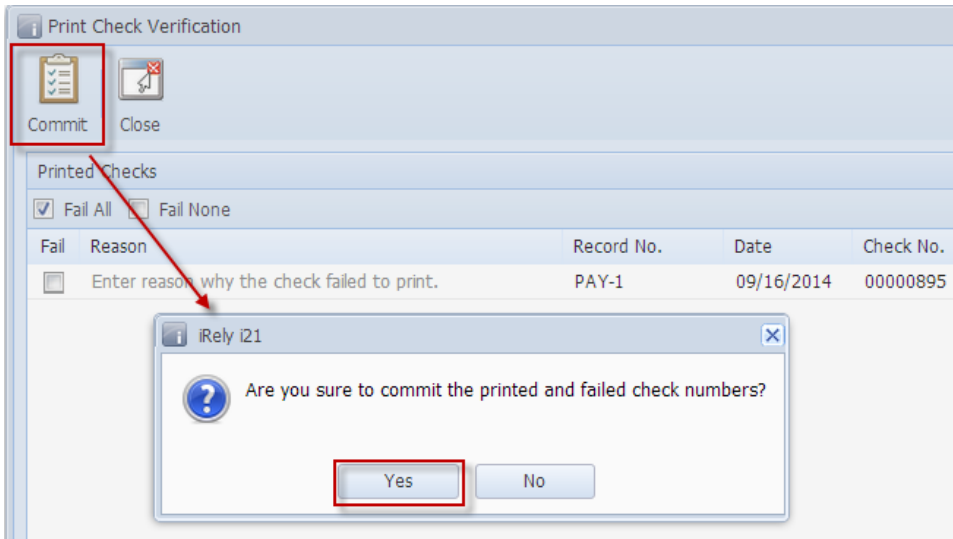


The 'Print Check Verification' window has a title bar with standard OS controls. Below the title bar are two buttons: 'Commit' (with a checkmark icon) and 'Close' (with a red X icon). The main area is titled 'Printed Checks' and contains two radio buttons: 'Fail All' (selected) and 'Fail None'. Below these is a table with the following data:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-1	09/16/2014	00000895	Sample Company	50.00

At the bottom left of the window are three small icons (help, error, warning) and the word 'Ready'.

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



This image shows the 'Print Check Verification' window with a red box around the 'Commit' button. A red arrow points from the 'Commit' button to a confirmation dialog box titled 'iRely i21'. The dialog box contains a question mark icon and the text: 'Are you sure to commit the printed and failed check numbers?'. At the bottom of the dialog are two buttons: 'Yes' (highlighted with a red box) and 'No'.

10. Print Verification screen will close and Pay Bills screen will be displayed.