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.

A 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.

| Preview Close | | | | | | | | |
|-------------------------------|--------------|-------------|------------|----------------------|----------------|---------------|------------------|---------|
| Details | | | | | | | | |
| Bank Account: 68215422 | ✓ Bank I | Name: Samp | ole Bank | | | Next Check No | | 0002001 |
| Process Type | Process Pay | ments | | | | | | |
| Ohecks | ☑ Select All | 🗌 Clear All | BB Layout | Q Filter Records (F3 | | | | |
| O ACH or NACHA | To Process | Date | Record No. | Payee | Check No. | | Transaction Type | Amount |
| O Positive Pay | \checkmark | 01/26/2016 | PAY-33 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 1,100.0 |
| Charle Farmer | ~ | 01/26/2016 | PAY-44 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 143.0 |
| Check Format | ~ | 01/26/2016 | PAY-45 | CC Jitters | Auto-assigned. | Click to chan | AP Payment | 100.0 |
| Check Voucher Middle | ~ | 01/26/2016 | PAY-46 | CC Jitters | Auto-assigned. | Click to chan | AP Payment | 60.0 |
| Check Voucher Middle Overflow | \checkmark | 01/26/2016 | PAY-47 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 135.0 |
| | ~ | 01/26/2016 | PAY-48 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 141.7 |
| Check Printing Options | ~ | 01/27/2016 | PAY-50 | CC Jitters | Auto-assigned. | Click to chan | AP Payment | 25.0 |
| Print Company Name | \checkmark | 01/27/2016 | PAY-51 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 500.0 |
| Print Vendor Name | | | | | | | | |
| Print Check No. | | | | | | | | |
| ✓ Print Memo | | | | | | | | |

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.

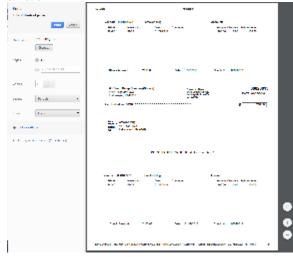
| indo Print Post Process Payment Select | Due Date Reloa | id Export + | Close | | | | | | | |
|--|--------------------------------------|--|----------------------------------|---|--------------------|-----------|-----------------------------------|---------------------------|----------|------------------------------|
| Detail | | | | | | | | | | |
| Date Paid: 01/27/2016 🔲 Bank Account | Sample Ban | < | | ✓ Balance: -236,6 | 05.13 Pa | ment Meth | od: Check | | | |
| Q. Open Voucher 🔠 Layout Q. Filter | Records (F3) | | | | | | | | | |
| Vendor ID Company Due Dat | | Vendor Vouc | her Terms | Voucher Tota | Discount | Interest | Amount Du | Payment | Withheld | Payment M |
| 0001005078 Cracked Mug 02/11/2 | 0 BI -80 | INV-5 | Net 15 | 100.00 | 0.00 | 0.00 | 100.00 | - | 0.00 | |
| 0001005079 CC litters 02/11/2 | | INV-6 | Net 15 | 200.00 | 0.00 | 0.00 | 200.00 | | 10.00 | |
| 0001005078 Cracked Mug 02/11/2 | 0 BL-82 | INV-7 | Net 15 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 | |
| 0001005079 CC Jitters 02/11/2 | 0 BL-83 | INV-8 | Net 15 | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | |
| | | | | 20,020,50 | 0.00 | 40.00 | 20.627.00 | 200.00 | | ÷. |
| Process Payments | | | | | | in at | | | , | ~ □ × |
| | | | | | | | | | , | × □ × |
| Preview Close Details | ✓ Bank | Name: Samp | le Bank | | | | tt Check No: [| | | ► □ × |
| Preview Close Details | _ | | ele Bank | | | | | | | |
| Preview Close Details Bank Account: 68215422 Process Type | Process Pa | | ile Bank | Q Filter Records (F3) | | | | | | |
| Preview Close Details Bank Account: 68215422 | Process Pa | yments | | | | Nex | tt Check No: [| insaction Type | (| |
| Preview Close Details Bank Account: [68215422 Process Type | Process Pa | yments II 🔲 Clear All | 田 Layout | Q Filter Records (F3) | Check N | Nex | tt Check No: [| | (| 00020013 |
| Preview Close Details Bank Account: 68215422 Process Type © Checks © ACH or NACHA © Positive Pay | Process Pa | ments Clear All Date 01/27/2016 | 器 Layout Record No. | Q Filter Records (F3) Payee | Check N Auto-as | 0. | tt Check No: Tra to chan AP | nsaction Type | (| 00020013 Amount |
| Bank Account: 68215422 Process Type Checks ACH or NACHA | Process Pa Select A To Process | ments Clear All Date 01/27/2016 | 田 Layout Record No. PAY-53 | Q Filter Records (F3) Payee Cracked Mug | Check N Auto-as | lo. | tt Check No: Tra to chan AP | insaction Type Payment | (| 00020013 Amount 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.

6. Click Preview button, to open Report Preview.

| oucher Middle 🛛 | 2 | | | | | |
|---|--|--------------------|---------------------|--|----------------|----------------------|
| L | | Page 1 • of | 2 | Pdf • | | |
| | | Page 1 * or | 2 | Pui • | | |
| | | | | | | |
| Vendor: 000 | | Cracked Mug | | Account | | |
| Bill Id BL-80 | Invoice No. INV-5 | Date 01/27/2016 | Comment | | unt Discount I | aid Amount 100.00 |
| | | | | | | |
| Check Am | ount: | *100.00 | Date: 01/27. | 2016 Chaok | No.: 0002001 | |
| Check Am | iount: | 100.00 | Date: 01/27. | 2016 Check | NO.: 0002001 | 5 |
| | Setup Company | (Source) | San | nple Bank | | 0002 |
| 4242 Flags Fort Wayne | staff Cove e, IN 46815 | | 513 Indii 074 | 1 Commerce Way anapolis, IN 46204 000010 | | DATE: 01/27/ |
| One Hundred a | and 00/100 * * * * | | | • | \$ | **1 |
| PAY Cri TO THE ORDER 12 OF Inc | acked Mug 13 Test Drive dianapolis, IN 462 | 104 | | | | |
| | | =0 200 1 3) | •07400001 | 068215422 | | |
| Vendor: 000 | 1005078 | Cracked Mug | | Account | | |
| Bill Id | Invoice No. | Date | Comment | | unt Discount | aid Amount |
| BL-80 | INV-5 | 01/27/2016 | | 100 | 0.00 0.00 | 100.00 |
| | | | | | | |
| | | | | | | |

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 **De** stination.



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

| Commit | Close | | | | | |
|---------|---|------------|------------|-----------|-------------|------|
| Details | | | | | | |
| | | | | | | |
| Printe | d Checks | | | | | |
| 🖌 Fail | All 🗌 Fail None | | | | | |
| Fail F | Reason | Record No. | Date | Check No. | Payee | Amou |
| | | | 01/27/2016 | 00020013 | Cracked Mug | |
| | Enter reason why the check failed to print. | PAY-53 | 01/2//2016 | 00020015 | Cracked Wug | 10 |

⑦ 〇 〇 Ready

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

| Commit Close | | | |
|----------------|--|-------------|--------|
| Details | | | |
| Printed Checks | | | |
| Fail All Fail | | Payee | Amount |
| Enter reason | | Cracked Mug | 100.0 |
| Enter reason | | CC Jitters | 200.0 |
| | iRely i21 | | |
| | 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 De | etails - Cracked I | Mug | | | | | | ^ ⊏ | × | | |
|----------------|--------------------|------------------|-------------------------|-------------|----------------|--------------|-------------|--------|--------------------|-----------|---------|
| New Save Se | earch Delete l | | nt Void Recap C | lose | | | | | | | |
| 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 | 00.00 Unapplied Amount: | | 0.0 | 0 Vendor Cre | dit: | | | | |
| Bank Balance: | | -236,905.13 | 3 Check No: | 00020013 | | Withheld: | | | 0.00 | | |
| Notes: | | | | | | | | | | | |
| BB Layout | Q Filter Record | ds (F3) | | | | | | | | | |
| Due Date | Record No. | | Terms Vou | cher Tot AP | Account Disco | u Interest | Amount Du | Payme | ent | | |
| 02/11/201 | 6 BL-80 | INV-5 | Net 15 | 100.00 200 | 000-0000 0 | .00 0.00 | 0.00 | 10 | 0.00 | | |
| 000 | Printed | Detail Audit Log | g (0) | | | | | | | | |
| | | | CC Jitters | | Date Paid: | 01/27/201 | 6 | | Record No: | PAY-54 | |
| | | | Sample Bank | | Payment Metho | d: Check | | (| Currency: | | |
| | | Amount Paid: | | 190.00 | Unapplied Amou | int: | | 0.00 | ۔ Vendor Credit | | |
| | | Bank Balance: | | | Check No: | 00020014 | | | Withheld: | | 10.00 |
| | | Notes: | | | | | | | | | |
| | | 器 Layout Q | Filter Records (F3) | | | | | | | | |
| | | Due Date | | oice No | Terms V | oucher Tot A | P Account I | Discou | Interest | Amount Du | Payment |
| | | 02/11/2016 | BL-81 INV | | Net 15 | | 0000-0000 | 0.00 | 0.00 | 0.00 | 200.00 |
| | | | | | | | | | | | |
| | | | | | | | | | | 0.00 | 200.00 |
| | | | | | | | | | - | | |
| | | 0058 | Printed | | | | | 14 | 4 Page | 2 of | 2 🕨 🕅 |

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

- 1. Open Pay Vouchers screen from Purchasing > Pay Vouchers.
- 2. 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.

| Preview Close | | | | | | | | |
|-------------------------------|--------------|------------|------------|---------------------|----------------|---------------|------------------|---------|
| Details | | | | | | | | |
| Bank Account: 68215422 | ∨ Bank N | lame: Sam | ple Bank | | | Next Check No | | 0002001 |
| Process Type | Process Pay | ments | | | | | | |
| Checks | Select All | Clear All | BB Layout | Q Filter Records (F | 3) | | | |
| O ACH or NACHA | To Process | Date | Record No. | Payee | Check No. | | Transaction Type | Amount |
| O Positive Pay | \checkmark | 01/26/2016 | PAY-33 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 1,100.0 |
| - | ~ | 01/26/2016 | PAY-44 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 143.0 |
| Check Format | ~ | 01/26/2016 | PAY-45 | CC Jitters | Auto-assigned. | Click to chan | AP Payment | 100.0 |
| Check Voucher Middle | ~ | 01/26/2016 | PAY-46 | CC Jitters | Auto-assigned. | Click to chan | AP Payment | 60.0 |
| Check Voucher Middle Overflow | \checkmark | 01/26/2016 | PAY-47 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 135.0 |
| | \checkmark | 01/26/2016 | PAY-48 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 141. |
| Check Printing Options | \checkmark | 01/27/2016 | PAY-50 | CC Jitters | Auto-assigned. | Click to chan | AP Payment | 25.0 |
| Print Company Name | \checkmark | 01/27/2016 | PAY-51 | Cracked Mug | Auto-assigned. | Click to chan | AP Payment | 500.0 |
| | | | | | | | | |
| Print Vendor Name | | | | | | | | |
| Print Check No. | | | | | | | | |
| ✓ Print Memo | | | | | | | | |

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.

| do Print Post Process Payment Sele | ct Due Date Relo | ad Export - Clo | se | | | | | | | |
|---|--------------------------------------|---|----------------------|-----------------------|-----------|----------------|-----------|---------------|----------|----------------------------|
| letail | | | | | | | | | | |
| Date Paid: 01/27/2016 🔲 Bank Accou | nt: Sample Ban | k | | ✓ Balance: -236,60 | 5.13 Payr | nent Method | d: Check | | | |
| Open Voucher III Layout Q Filte | er Records (F3) | | | | | | | | | |
| | | Vendor Voucher | T | Voucher Tota | Discount | Internet | Amount Du | Payment | Withheld | Paymen |
| | | | | | | | | | | Paymen |
| | 1/20 BL-80 | INV-5 | Net 15 | 100.00 | 0.00 | 0.00 | 100.00 | 100.00 | 0.00 | |
| , | 1/20 BL-81 | INV-6 | Net 15 | 200.00 | 0.00 | 0.00 | 200.00 | 200.00 | 10.00 | |
| 0001005078 Cracked Mug 02/11 | | INV-7 | Net 15 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 | |
| 0001005079 CC Jitters 02/11 | 1/20 BL-83 | INV-8 | Net 15 | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | |
| | | | | 20.020.00 | 0.00 | 40.00 | | 200.00 | | |
| | | | | | | | | | | |
| Details | ✓ Bank | : Name: Sample | Bank | | | Next | Check No: | | (| 0002001 |
| Details Bank Account: 68215422 | | | Bank | | | Next | Check No: | | (| D002001 |
| Details Bank Account: 68215422 Process Type | Process Pa | ayments | | Q Filter Records (F3) | | Next | Check No: | | (| 00020013 |
| Details Bank Account: 68215422 Process Type Checks | Process Pa | ayments JI 🔲 Clear All | BB Layout | Q Filter Records (F3) | Check No | | | seartion Type | | |
| Details lank Account: 68215422 Process Type Checks ACH or NACHA | Process Pa Select A To Process | ayments JI 🗌 Clear All Date Re | 間 Layout cord No. | Payee | Check No | | Tran | isaction Type | | Amount |
| Details lank Account: 68215422 Process Type Checks | Process Pa Select A To Process | Ayments JI Clear All Date Re 01/27/2016 P/ | E Layout cord No. | Payee Cracked Mug | Auto-ass | gned. Click to | Chan AP F | Payment | | Amount 100.0 |
| Details Jank Account: 68215422 Process Type Checks ACH or NACHA Positive Pay | Process Pa Select A To Process | Ayments JI Clear All Date Re 01/27/2016 P/ | 間 Layout cord No. | Payee | Auto-ass | gned. Click to | Tran | Payment | | Amount 100.0 |
| ○ ACH or NACHA | Process Pa Select A To Process | Ayments JI Clear All Date Re 01/27/2016 P/ | E Layout cord No. | Payee Cracked Mug | Auto-ass | gned. Click to | Chan AP F | Payment | | Amount 100.00 200.00 |

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.

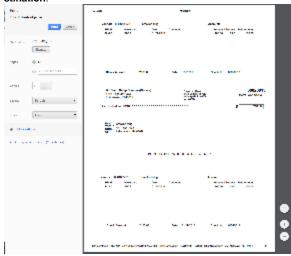
6. Click **Preview** button. **Preview Task List** screen will open while the system is generating the report.

| Details | Preview Task List | | | | | ~ |
|-------------|-------------------|--------|---------|--------------|--------------------|---------|
| ank Accoun | | | ayout Q | Filter Recor | ds (F3) | |
| Process Typ | Report Name | | | Status | Download | Details |
| Charles | Check Voucher | Middle | | tige - | <u>+.</u> : | |
| Checks | Check Voucher | Middle | | Q | <u>1<u>+</u>1.</u> | |
| O ACH or I | Check Voucher | Middle | | Q | <u>1</u> | |
| O Positive | Check Voucher | Middle | | QC | <u>1<u>+</u>1</u> | |
| Check Form | Check Voucher | Middle | | QC | <u>.</u> ta | |
| Check Vouch | Check Voucher | Middle | | Q | <u>*</u> | |

7. Then, Report Preview screen will open.

| Check Vouche | er Middl | e 🗵 | | | | | | | | | | | | | | | |
|--------------|------------------|----------------|-----------------------|-------------|---------|----------------|------|------|-------|-----------------------------------|-----------------------------|-------------------------|--------|--------|-----------------|--------|-----------------|
| Tā į |) (| <u>.</u> | М | • | Page 1 | | ▼ of | 2 | > | N | Pdf | • | | | | | |
| | | | | | | | | | | | | | | | | | |
| Ver | ndor: | 00010 | 05078 | | Crack | ed Mug | | | | | | | Accou | nt: | | | |
| | Bill Id BL-80 | | Invoio INV-5 | e No. | | Date 01/27/ | 2016 | Comn | nent | | | | | ount D | iscount 0.00 | Paid A | mount 100.00 |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | Check | | | | 100.00 | | | | e: 01 | | | | | | 00020 | | |
| | Check | Amot | int: | | 100.00 | | | Dat | e: 01 | 12112 | 016 | | Chec | K NO.: | 00020 | 013 | |
| | 121 De | mo \$4 | tup Cor | mnany | (Sourc | e) | | | | | | | | | | | 00020013 |
| | 4242 F | lagsta | ff Cove IN 46815 | | (sourc | -, | | | | 5amp 5131 (Indian 07400 | Commer apolis, I 0010 | ik ce Way N 46204 | | | | DATE | 01/27/2016 |
| One | e Hundi | red and | 1 00/100 | | | | | | | | | | | | | \$ | **100.00 |
| | | | | | | | | | | | | | | | | | |
| | PAY | Crac | ked Mug Fest Driv | | | | | | | | | | | | | | |
| | ORDER | 123 T India | Fest Driv napolis, | e IN 462 | 04 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | 074 | nnn | n 1 1 | 16.8.2 | 1563 | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | ndor: | 00010 | | | Cracke | - | | | | | | | Accour | | | | |
| | Bill Id BL-80 | | Invoio INV-5 | e No. | | Date 01/27/ | 2016 | Comn | nent | | | | | ount D | iscount 0.00 | Paid A | mount 100.00 |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | Check | k Amo | unt: | | 100.00 | | | Dat | e: 0 | 1/27/2 | 016 | | Chec | k No.: | 00020 | 013 | |
| | 511261 | | | | . 50.00 | | | Dat | | | | | 020 | | 50020 | | |
| | | | | | | | | | | | | | | | | | |

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 **De** stination.



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

| Prir | nt Check Verification | | | | | ^ > |
|------|---|------------|------------|-----------|-------------|--------|
| | mmit Close | | | | | |
| De | etails | | | | | |
| P | rinted Checks | | | | | |
| V | 🛛 Fail All 🔄 Fail None | | | | | |
| F | ail Reason | Record No. | Date | Check No. | Payee | Amount |
| | Enter reason why the check failed to print. | PAY-53 | 01/27/2016 | 00020013 | Cracked Mug | 100.00 |
| | Enter reason why the check failed to print. | PAY-54 | 01/27/2016 | 00020014 | CC Jitters | 200.00 |
| | | | | | | |
| ? | Q Ready | | | | | |

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

| Print Check Verificati | | | |
|------------------------|--|-------------|--------|
| Commit Close | | | |
| Printed Checks | | | |
| 🖉 Fail All 🗌 Fail | | | |
| Fail Reason | • | Payee | Amount |
| Enter reason | | Cracked Mug | 100. |
| Enter reason | Dala int | CC Jitters | 200. |
| | iRely i21 | | |
| | Are you sure to commit the printed and failed check numbers? | | |
| | ,, | | |
| | Yes No | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| ⑦ ① ② Ready | | | |
| Print Verification | n screen will close and Pay Bills screen will be displaye | ed. | |
| | ow be displayed in the Check No field of the created F | | |

| Pay Voucher De | etails - Cracked N | lug | | | | | | | | ⊐ × | | | |
|----------------|--------------------|------------------|-----------------------|-----------|------------------|---------|---------------------|-----------|---------|-----------|----|---------------|---------|
| New Save Se | earch Delete U | | nt Void Recap | Close | | | | | | | | | |
| Detail Audit | Log (0) | | | | | | | | | | | | |
| Vendor No: | Cracked Mug | | Date Paid: | 01/27/20 | 16 | | Record No: | PAY-53 | | | | | |
| Bank Account: | Sample Bank | | Payment Method | Check | | | Currency: | USD | | | | | |
| Amount Paid: | | 100.00 | Unapplied Amour | nt: | | 0.00 | Vendor Credit | : | | | | | |
| Bank Balance: | | -236,905.13 | Check No: | 00020013 | 3 | | Withheld: | | | 0.00 | | | |
| Notes: | | | | | | | | | | | | | |
| 88 Layout | G Filter Record | s (F3) | | | | | | | | | | | |
| Due Date | Record No. | | Terms Vo | ucher Tot | AP Account [| Discou. | Interest | Amount Du | Paym | ent | | | |
| 02/11/201 | 6 BL-80 | INV-5 | Net 15 | 100.00 | 20000-0000 | 0.00 | 0.00 | 0.00 | 1 | 00.00 | | | |
| | | Pay Voucher Deta | ils - CC Jitters | | | | | | | | | | ~ □ > |
| | | New Save Sear | ch Delete Undo | | ment Void Rec | an C | lose | | | | | | |
| | | Detail Audit Log | | , | | | | | | | | | |
| 000 | Printed | | | | Date Paid: | | | | | Record N | | awa. | |
| | | | C Jitters | | Payment Me | thad | 01/27/2016 Check | | | Currency | | PAY-54 USD | |
| | | Amount Paid: | Sample Bank | 4.00 | 0.00 Unapplied A | | | | 0.00 | , | | USD | |
| | | Bank Balance: | | | 0.00 Check No: | mouni | 00020014 | | 0.00 | Withheld: | | | 40.00 |
| | | | | | J.00 CHECK NO: | | 00020014 | | | withheid | | | 10.00 |
| | | Notes: | | | | | | | | | | | |
| | | BB Layout Q | Filter Records (F3 | 3) | | | | | | | | | |
| | | Due Date | | voice No | Terms | Vou | | | Discou. | | | mount Du | Payment |
| | | 02/11/2016 | BL-81 IN | IV-6 | Net 15 | | 200.00 200 | 00-0000 | 0.00 | 0.0 | 10 | 0.00 | 200.00 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | 0.00 | 200.00 |
| | | 008 | Printed | | | | | | 14 | - Pa | ge | 2 of | 2 🕨 🕅 |

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

- Open Pay Bills screen via Purchasing and then click over Pay Bills menu.
 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.

| Pay Bills Drdo Print | Post Select Due Date Reload Close | | | | | | | . • • |
|------------------------------|---|--------------------|------------|--------------------|---------------------------------|------------------|--------|-------|
| Date | int Check count: TE | | | Balance: 507,637.9 | 6 Payment Method: Check | | | ~ |
| Q View Bill | C Print Checks | | | | | | × □ × | |
| Vendor V-001 | Print Preview Close | | | | | | | Memo |
| V-001 | Bank Account: TE Bank N | lame: Sample Bank | | | Next Check No: | 0000007 | | |
| V-001 | Electronic Bank Services | Print Checks Repri | nt Checks | | | | | |
| V-001 | None | Select All | | × | | | | |
| _ | | To Pri Date | Record No. | Payee | Check No. | Transaction Type | Amount | |
| | | 06/15/2015 | | Juan Dela Cruz | Auto-assigned. Click to change. | AP Payment | 295.00 | |
| | | 06/15/2015 | | Juan Dela Cruz | Auto-assigned. Click to change. | AP Payment | 52.25 | |
| | Check Format | 06/15/2015 | | Test Vendor | Auto-assigned. Click to change. | | 18.05 | |
| | Check Voucher Middle | 06/15/2015 | PAY-14723 | Juan Dela Cruz | Auto-assigned. Click to change. | AP Payment | 14.25 | |
| | Check Printing Options Print Company Name Print Vendor Name | | | | | | | |
| | Print Check No. | | | | | | | , |
| 000 | Print Memo | | | | | | | |
| | 🕝 😒 🏆 Ready | | | | | | | |

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.

| 🗘 Print Checks | | | | | * 🗆 X |
|---|----------------------------------|----------------|---------------------------------|------------------|--------|
| Print Preview Close | | | | | |
| Bank Account: TE Bank N | lame: Sample Bank | | Next Check No: | 00000007 | |
| Electronic Bank Services | Print Checks Reprint Checks | | | | |
| None | Select All 📄 Clear All 🛛 Filter: | × | | | |
| | To Pri Date Record No. | Payee | Check No. | Transaction Type | Amount |
| | Ø6/15/2015 PAY-14722 | Test Vendor | Auto-assigned. Click to change. | AP Payment | 18.05 |
| | 06/15/2015 PAY-14723 | Juan Dela Cruz | 1000000 | AP Payment | 14.25 |
| Check Format | | | | | |
| Check Voucher Middle | | | | | |
| | | | | | |
| Check Printing Options | | | | | |
| V Print Company Name | | | | | |
| Print Vendor Name | | | | | |
| Print Check No. | | | | | |
| Print Memo | | | | | |
| | | | | | |
| 📀 🧕 🏆 The check number save is successf | ful. | | | | |
| | | | | | |

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.

| Preview Task List | | | × × |
|------------------------------|--------|----------|---------|
| 😂 Remove 📄 Archive 🛛 Filter: | | × | |
| Report Name | Status | Download | Details |
| Check Voucher Middle | 0 | | |
| | | | |
| | | | |
| | | | |
| | | | |

iii. Then, Report Preview screen will open.

| Voucher Middle | × | | | | | | |
|--------------------|-------------------|------------------------|--------------------|------------|-----------------|------------------|----------------------|
| | b M A | Page 1 * | of 1 | M Pdf | • | | |
| | | | | | | | |
| Vendor: | | Juan Dela Cruz | | | | int: 10101011 | |
| Bill Id BL-4568 | | Invoice No. INV-102 | Date 06/15/2015 | | Amount 15.00 | Discount 0.75 | Paid Amount 14.25 |
| | | | | | | | |
| Check | Amount: | **14.25 | Date: | 06/15/2015 | Che | ck No.: 10000 | 000 |
| | | | | | | | |
| Fourteen ar | nd 25/100 * * * * | | | * | | | |
| | | | | | 06/15/2 | 015 | **14.25 |
| | Juan Dela Cru | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Vendor: | | Juan Dela Cruz | | | | nt: 10101011 | |
| Bill Id BL-4568 | | Invoice No. INV-102 | Date 06/15/2015 | | Amount 15.00 | Discount 0.75 | Paid Amount 14.25 |
| | | | | | | | |
| Check | Amount: | **14.25 | Date: | 06/15/2015 | Che | ck No.: 10000 | 000 |

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 | Print | |
|--|---------------|---|
| Total: 1 sheet of paper Print Cancel | Total: 1 page | Save |
| Destination CP-7030 | Destination | Change |
| Pages | Pages | All e.g. 1-5, 8, 11-13 |
| Copies 1 + - | Layout | Portrait |
| Layout Portrait 👻 | Paper size | Letter |
| Options 🔲 Two-sided | Margins | Default 👻 |
| + More settings | Options | Headers and footers |
| Print using system dialog (Ctrl+Shift+P) | | Background graphics |
| Click Print toolbar button | | |
| Print Checks | | |

Print Preview Close

i.

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.

| Print Check Verification | | | | | | | |
|--|--|--|------------------------------|----------------|--|--------------------|--------------------------------|
| | | | | | | | |
| | | | | | | | |
| Commit Close | | | | | | | |
| Printed Checks | | | | | | | |
| ▼ Fail All Fail None | | | | | | | |
| Fail Reason | Record No. | Date | Check No. | Payee | | | Amount |
| Enter reason why the check failed to prin | nt. PAY-14723 | 06/15/2015 | 10000000 | Juan | Dela Cruz | | 14.2 |
| | | | | | | | |
| | | | | | | | |
| 🕜 😧 🏆 Ready | | | | | | | |
| | augagasfully printed a | ad aliak Ve | | | | | |
| Click Commit if the check is | successivily printed at | | 35 011 1116 | essage. | | | - |
| C Print Check Verification | | | | | | | 8 |
| | | | | | | | |
| | | | | | | | |
| Commit Close | | | | | | | |
| Printed Checks | | | | | | | |
| 🔽 Fail All 📄 Fail None | | | | | | | |
| Fail Reason | Record I | No. Dat | te | Check No. | Payee | 9 | Amount |
| Enter reason why the check failed | to print. PAY-14 | 4723 0 | 6/15/2015 | 10000000 | Jua | an Dela Cruz | 14.2 |
| | | | | | - | | |
| | iRely i21 | | | | × | | |
| | Are you sure to | commit the pri | inted and fa | iled check nun | nbers? | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | Yes | No | | | | |
| | | Yes | No | | | | |
| | | Yes | No | | | | |
| 🕐 这 💡 Ready | | Yes | No | | | | |
| Print Verification screen will | close and Pay Bills scr | een will be | e display | | | | |
| Print Verification screen will Check No will now be display | close and Pay Bills scr | een will be | e display | | cord. | | |
| Print Verification screen will Check No will now be display | close and Pay Bills scr | een will be | e display | | cord. | | |
| Print Verification screen will Check No will now be display Pay Bill Details | close and Pay Bills scr | een will be eld of the | e display | | cord. | | * |
| rint Verification screen will heck No will now be display Pay Bil Details | close and Pay Bills scr yed in the Check No fi | een will be eld of the | e display | | cord. | | * |
| rint Verification screen will check No will now be display Pay Bill Details | close and Pay Bills scr yed in the Check No fi | een will be eld of the | e display | | cord. | | 🗆 |
| rint Verification screen will heck No will now be display Pay Bill Details | close and Pay Bills scr yed in the Check No fi | een will be eld of the | e display Pay Bill | | cord. | PAY-14723 | â 🗆 |
| rint Verification screen will heck No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 | close and Pay Bills scr yed in the Check No fi Print Void Recap C Date Paid: | een will be eld of the | e display Pay Bill | | Record No: | | â 🗆 |
| rint Verification screen will check No will now be display Pay Bill Details New Save Search Deter Undo Vendor No: V-001 Bank Account: TE | close and Pay Bills scr yed in the Check No fir Print Void Recap C Date Paid: Payment Method | een will be eld of the close d: Check | e display Pay Bill | Detail rea | Record No: Currency: | USD | â - |
| rint Verification screen will heck No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 | close and Pay Bills scr yed in the Check No fi Print Void Recap C Date Paid: | een will be eld of the close d: Check | e display Pay Bill | Detail rea | Record No: | USD | â - |
| rint Verification screen will check No will now be display Pay Bill Details New save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: | close and Pay Bills scr yed in the Check No fir Print Void Recap C Date Paid: Payment Method | een will be eld of the close d: Check | e display Pay Bill | Detail rea | Record No: Currency: | USD | |
| rint Verification screen will heck No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: | close and Pay Bills scr yed in the Check No fi Print Void Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou | een will be eld of the close d: Check unt: | e display Pay Bill | Detail rea | Record No: Currency: Vendor Credit: | USD | |
| rint Verification screen will Check No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: Bank Balance: Notes: | close and Pay Bills scr yed in the Check No fi Print Void Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou | een will be eld of the close d: Check unt: | e display Pay Bill | Detail rea | Record No: Currency: Vendor Credit: | USD | |
| rint Verification screen will heck No will now be display Pay Bil Details Save Search Dete Undo Vendor No: V-001 Bank Account: TE Amount Paid: Bank Balance: | close and Pay Bills scr yed in the Check No fi Print Void Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou | een will be eld of the close d: Check unt: | e display Pay Bill | Detail rea | Record No: Currency: Vendor Credit: | USD | |
| rint Verification screen will heck No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: Bank Balance: Notes: | close and Pay Bills scr yed in the Check No fi Wold Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou 506,817.960000 Check No: | een will be eld of the close d: Check unt: | e display Pay Bill 015 | Detail rea | Record No: Currency: Vendor Credit: Withheld: | USD | |
| rint Verification screen will heck No will now be display Pay Bill Details Save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: Bank Balance: Notes: Filter Records (F3) | close and Pay Bills scr yed in the Check No fi Wold Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou 506,817.960000 Check No: | een will be eld of the ilose d: Check int: 1000000 | e display Pay Bill 015 | Detail re | Record No: Currency: Vendor Credit: Withheld: | USD | 0.00000 |
| Print Verification screen will Check No will now be display Pay Bill Details Image: Sore Search Delete Vendor No: V-001 Bank Account: TE Amount Paid: Image: Sore Search Delete Bank Balance: Image: Sore Search Delete Notes: Image: Sore Search Delete Image: Sore Search Delete Image: Sore Search Delete | close and Pay Bills scr yed in the Check No fir Print Void Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou 506,817.960000 Check No: | een will be eld of the Jose d: Check unt: 1000000 | e display Pay Bill 015 | Detail re | Record No: Currency: Vendor Credit: Withheld: | Amount Due | 0.00000 |
| rint Verification screen will heck No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: Bank Balance: Notes: Layout ~ Filter Records (F3) Due Date Record No. | close and Pay Bills scr yed in the Check No fir Print Void Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou 506,817.960000 Check No: | een will be eld of the Jose d: Check unt: 1000000 | e display Pay Bill 015 | Detail re | Record No: Currency: Vendor Credit: Withheld: | Amount Due | © 0.000000 Payment 14.25 |
| rint Verification screen will heck No will now be display Pay Bill Details New Save Search Delete Undo Vendor No: V-001 Bank Account: TE Amount Paid: Bank Balance: Notes: Layout ~ Filter Records (F3) Due Date Record No. | close and Pay Bills scr yed in the Check No fir Print Void Recap C Date Paid: Payment Methor 14.250000 Unapplied Amou 506,817.960000 Check No: | een will be eld of the Jose d: Check unt: 1000000 | e display Pay Bill 015 | Detail re | Record No: Currency: Vendor Credit: Withheld: | Amount Due 0.00 | 0.00000 Payment 14.25 |

Here are the steps on how to print checks via the $\ensuremath{\textbf{Pay Bills}}$ screen:

- Open Pay Bills screen via Accounts Payable > Activities and double click over Pay Bills menu.
 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.

| Pay Bills | | | |
|--|---------------------------------|-----------------------------|--------------|
| Undo Print Post Select Due Date Reload | Close | | |
| Date Print Check count: 01 | Balance: | 203,250.25 Payment Method: | Check |
| Select All Clear All 🖉 View Bill | AP All A/P Account | Group None | Vend |
| Print Checks | Torme Pill Total | Discount Interest Amount Du | Doumont 1 |
| Preview Close | | | |
| Bank Account: 01 Bank N | lame: My Bank | | Next Check I |
| Electronic Bank Services | Print Checks Reprint Checks | | |
| None | Select All 📃 Clear All 🛛 Filter | : × | |
| C ACH or NACHA | To Print Date Record | No. Payee | Check No. |
| | 09/16/2014 PAY-1 | Sample Company | To be printe |
| Positive Pay Format | | | |
| Check Format | | | |
| Chack Vouchar Middla | | | |

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.

| Name: M | y Bank | | | Next Check No: | 00000895 | |
|----------|-----------------|-------------|----------------|----------------|------------------|--------|
| Print Ch | ecks Reprin | t Checks | | | | |
| Select | t All 📃 Clear . | All Filter: | × | | | |
| To Print | Date | Record No. | Payee | Check No. | Transaction Type | Amount |
| V | 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.
- 5. Click Preview button to actually print the check. Preview Task List screen will open while the system is generating the report.

| Print Checks | | | |
|-------------------|--------------------------|--------|----------|
| | | | |
| Preview Close | | | |
| Bank Account. 0 | 1 Sank Name: My Bank | | |
| Electronic Bank S | Preview Task List | | * × |
| | 😑 Delete 🛛 Filter: 🛛 🗙 🔍 | | |
| None | Report Name | Status | Show |
| ACH or NACH | Check Voucher Middle | 0 | V |
| Positive Pay F | | | |
| | | | |
| Check Format | | | |
| Check Voucher I | | | |
| | | | |
| | | | |
| | | | |
| | | | |

6. Report Preview screen will also open.

| Bill Id Invoice No. Date Amount Discount Paid Amou BL-1 09/16/2014 50.00 0.00 50.0 Check Amount: **50.00 Date: 09/16/2014 Check No.: 00000895 |
|---|
| |
| Check Amount: **50.00 Date: 09/16/2014 Check No.: 00000895 |
| |
| ty and 00/100 |
| 09/16/2014 **5 |

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

| Q 200 1 ≤ 0 1 ≤ 0 1 | Pdf 🔹 🌉 |
|--|---|
| Print | |
| Printer: Microsoft XPS Document Writer Properties Adv | vanced Help (|
| Copies: 1 Print in grayscale (b | lack and white) |
| Pages to Print | Comments & Forms |
| All | Document and Markups 🗸 |
| O Current page | |
| Pages 1 | Scale: 100% |
| More Options | |
| Page Sizing & Handling 👔 | 8.5 x 11 Inches |
| Size Poster E Multiple Booklet | THAN'T L'EFFELL ALLEY " FRE BOALL LE STATUT ALLEY D'HALLAN FRE DOALL LE STATUT ALLEY D'HALLAN |
| Fit | |
| | AND A MERCENNESS OF A MERCENNESS OF A MERCENNESS |
| Shrink oversized pages | |
| Custom Scale: 100 % | 100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| Choose paper source by PDF page size | South Contraction of |
| Orientation: | |
| Auto portrait/landscape | 700 001 L 110 1400 - |
| O Portrait | |
| 🔘 Landscape | |
| | |
| | |
| | Page 1 of 1 |
| Page Setup | Print Cancel |

8. 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 |
| Enter reason why the check failed to print. | PAY-1 | 09/16/2014 | 00000895 | Sample Company | 50.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| 😮 🔮 🏆 Ready | | | | | |

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

| Print Check Verification | | | | | | |
|--|------------|------------|-----------|--|--|--|
| | | | | | | |
| Commit Close | | | | | | |
| Printed Checks | | | | | | |
| 📝 Fail All 🔪 Fail None | | | | | | |
| Fail Reason | Record No. | Date | Check No. | | | |
| Enter reaso why the check failed to print. | PAY-1 | 09/16/2014 | 00000895 | | | |
| iRely i21 | | × | | | | |
| Are you sure to commit the printed and failed check numbers? | | | | | | |
| Yes No | | | | | | |

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