How to Process Payments via Pay Vouchers Screen

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

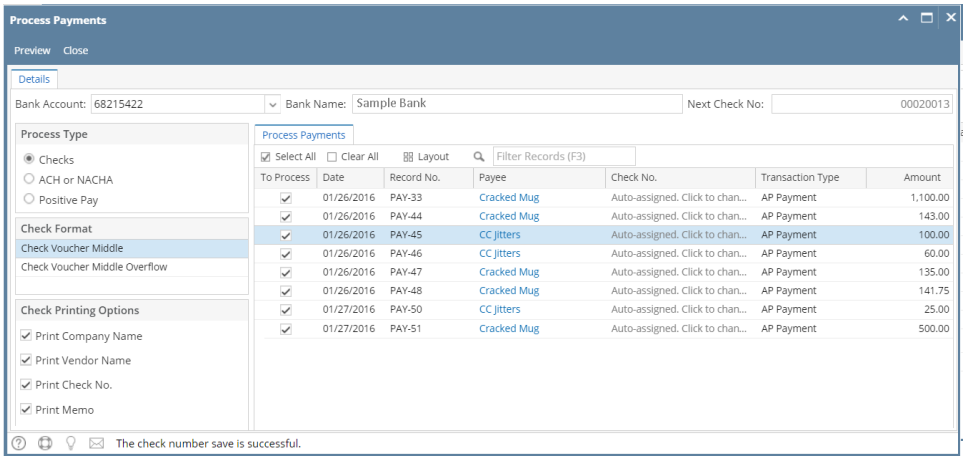
1. Open **Pay Vouchers** screen from **Purchasing (A/P) > Pay Vouchers**.
2. Select **Check** as **Payment Method**.
3. Click **Process Payment** toolbar button.
4. When Process Payment screen opens, all posted payables but not yet printed under the selected bank account will be displayed. Select the 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.

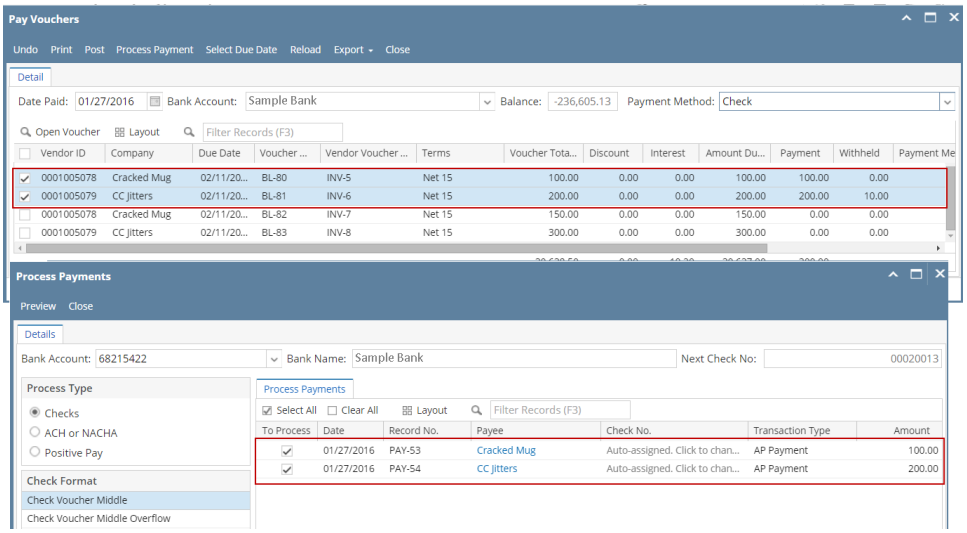
6. Click **Print Check** button to open **Report** preview.
7. On preview, click **Print** button. Another window will open where you can either **Save** or **Print** the Check depending on the selected **Destination**.
8. After the actual printing of the Check, close report preview.
9. Printed payment 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.

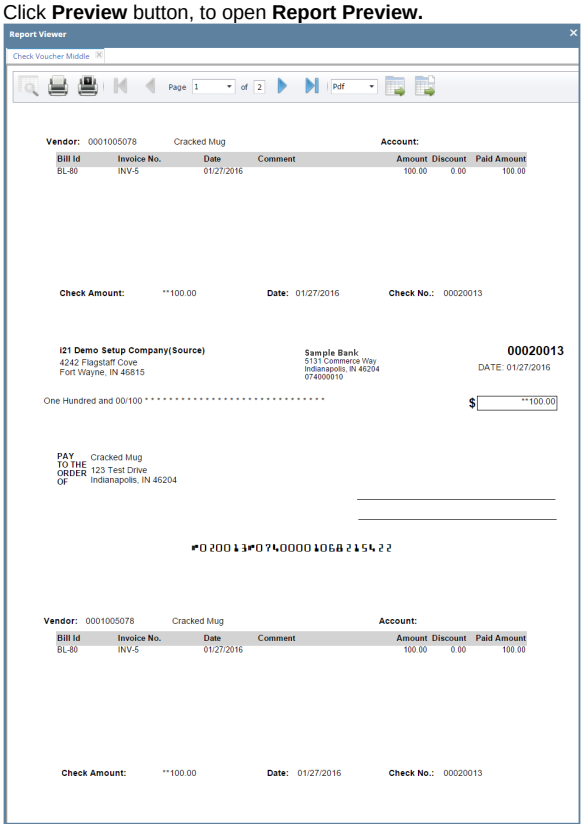


5. In case that a transaction or several transactions were selected from the Pay Vouchers grid before clicking Process Payment, the selected transaction will be posted first and only that transaction/s will be displayed on the Process Payment screen.

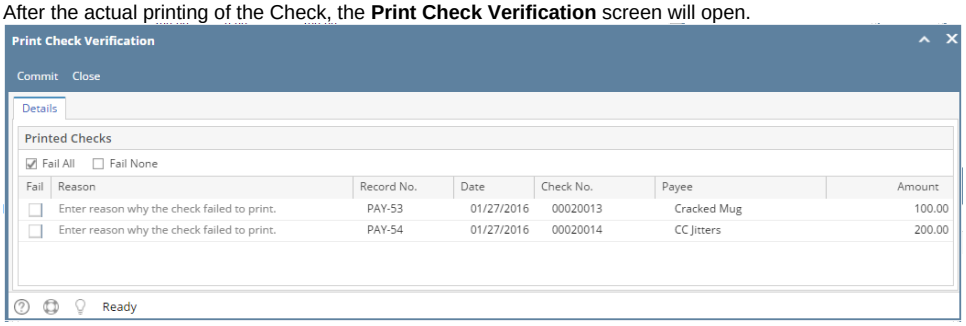


If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

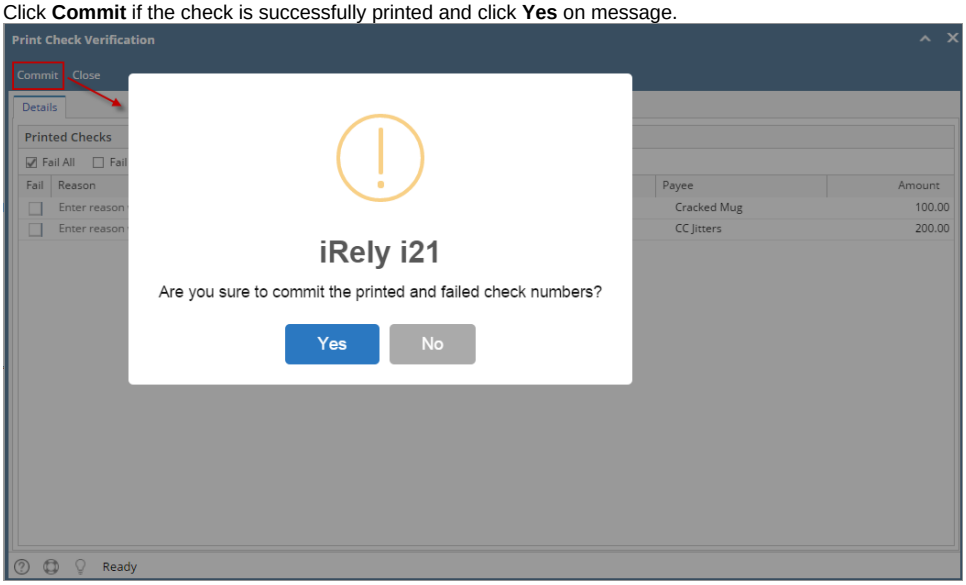
6. Click **Preview** button, to open **Report Preview.**


Report Viewer
Check Voucher Middle
Page 1 of 2
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)
4242 Flagstaff Cove
Fort Wayne, IN 46815
Sample Bank
5131 Commerce Way
Indianapolis, IN 46204
074000010
00020013
DATE: 01/27/2016
One Hundred and 00/100 * * *

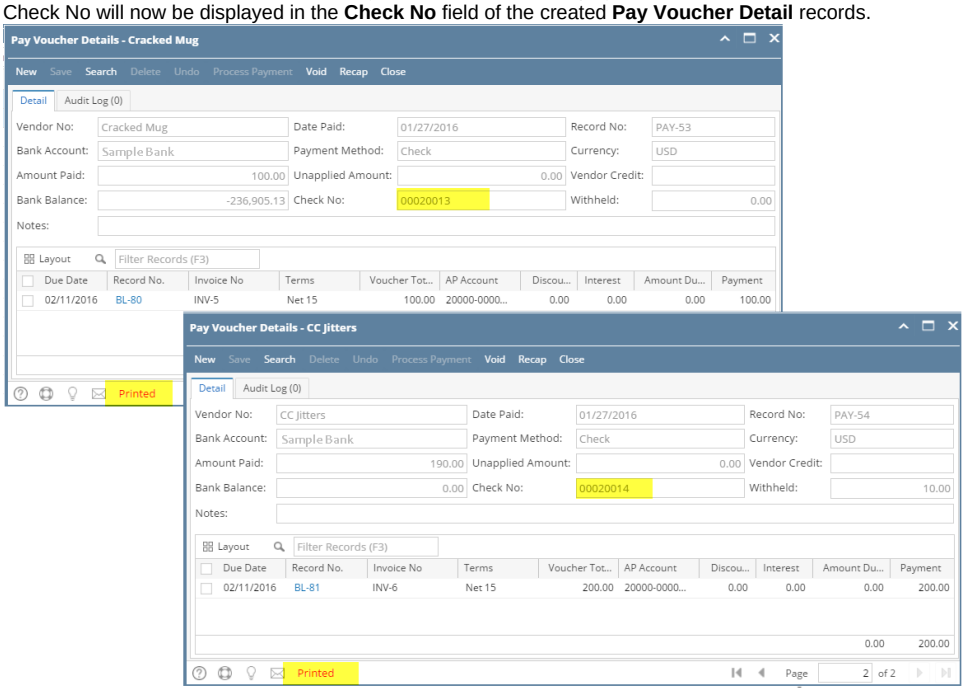
8. After the actual printing of the Check, the **Print Check Verification** screen will open.



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

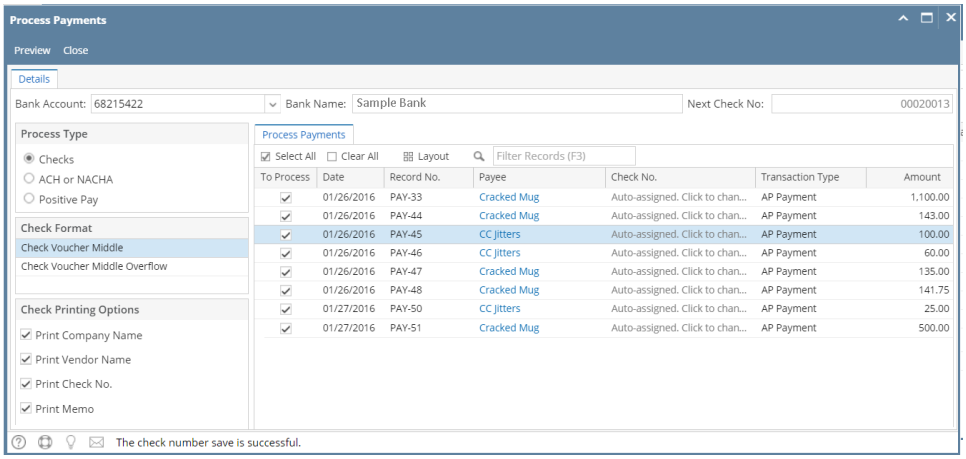


10. Print Verification screen will close and Pay Bills screen will be displayed.
11. Check No will now be displayed in the **Check No** field of the created **Pay Voucher Detail** records.

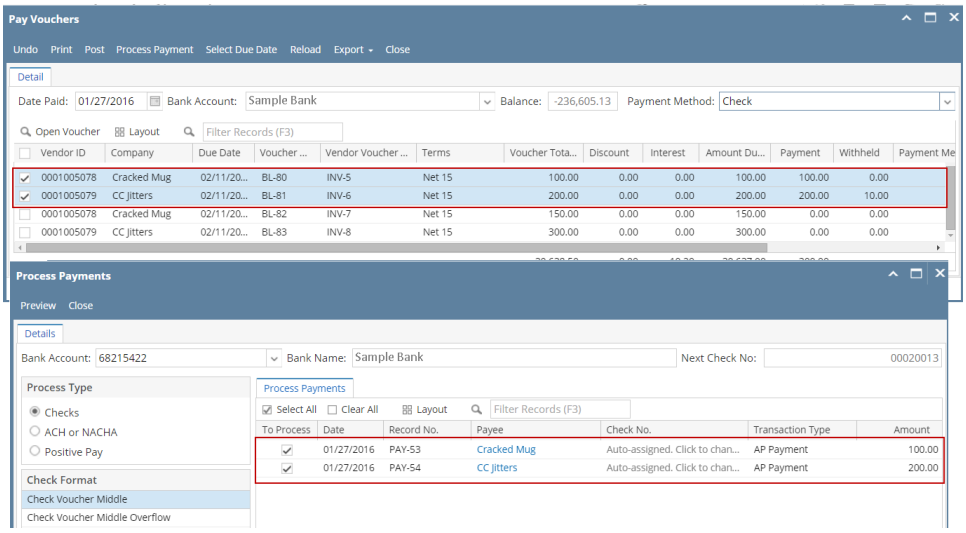


Here are the steps on how to print checks via the Pay Vouchers screen:

1. Open **Pay Vouchers** screen from **Purchasing > 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.

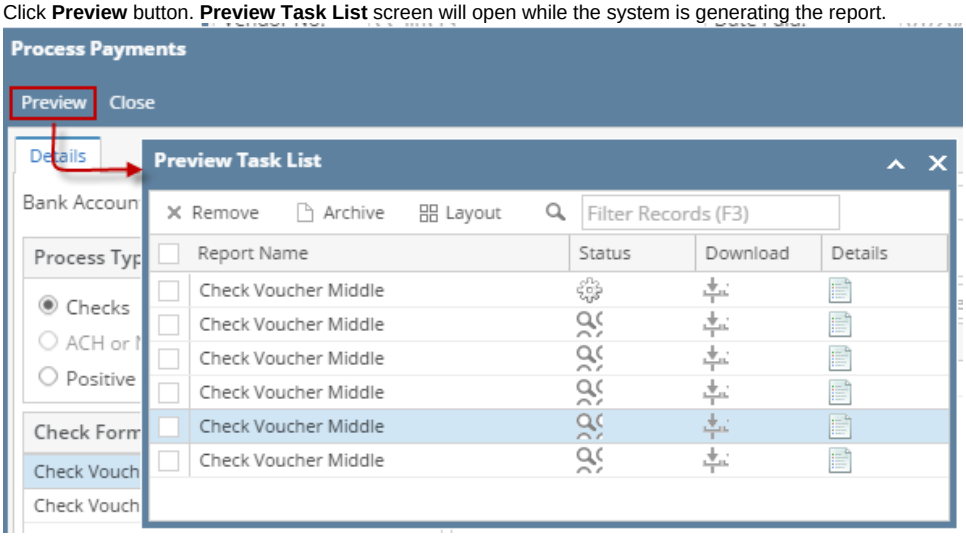


5. In case that a transaction or several transactions were selected from the Pay Vouchers grid before clicking Process Payment, the selected transaction will be posted first and only that transaction/s will be displayed on the Process Payment screen.

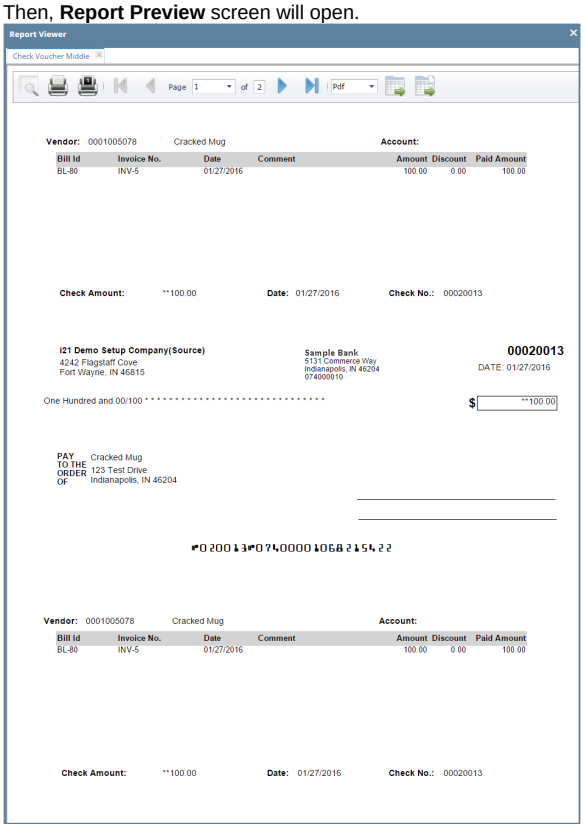


> If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

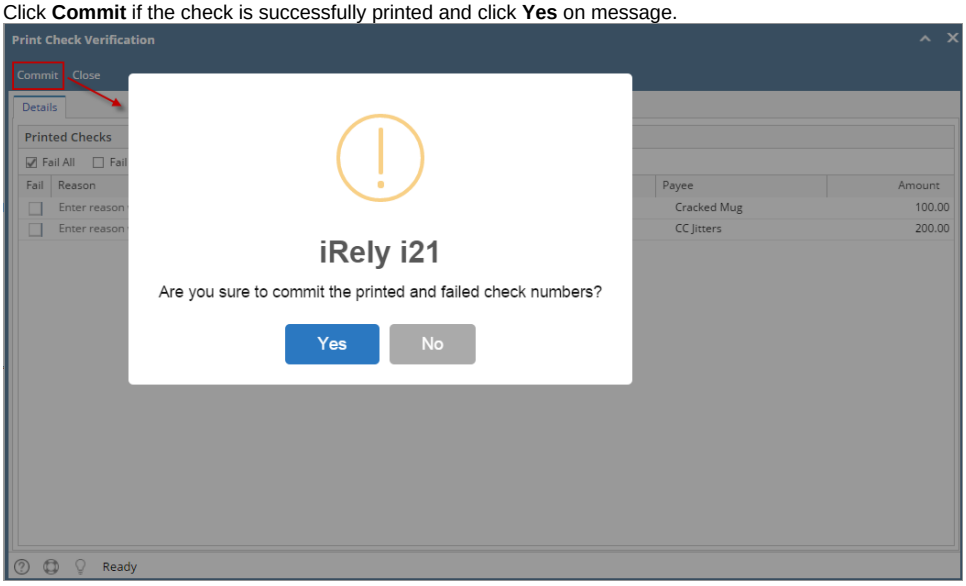
6. Click **Preview** button. **Preview Task List** screen will open while the system is generating the report.



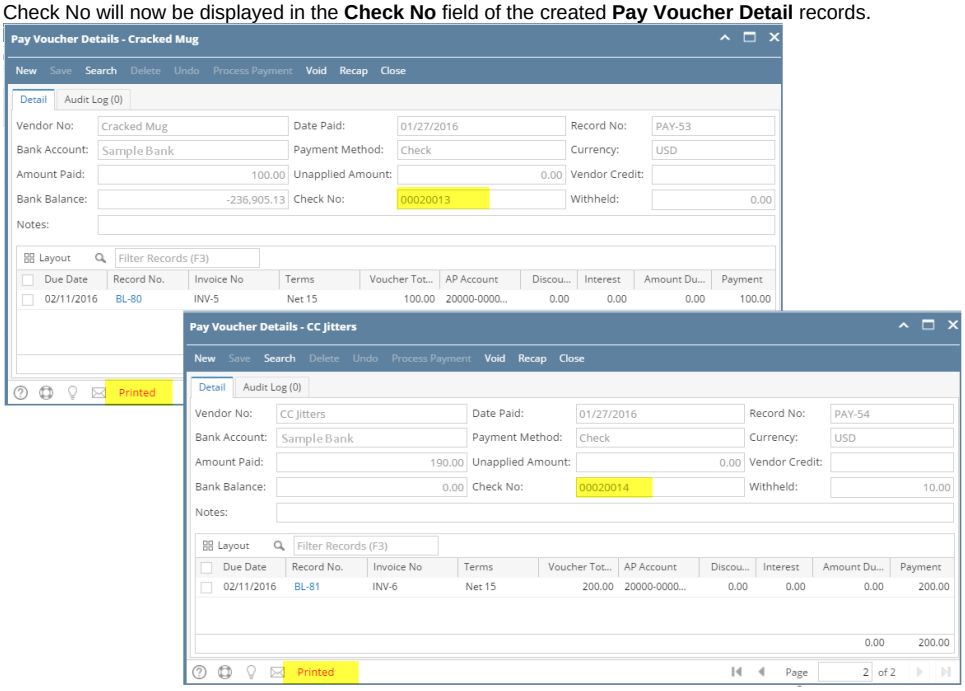
7. Then, **Report Preview** screen will open.


Report Viewer
Check Voucher Middle
Page 1 of 2
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)
4242 Flagstaff Cove
Fort Wayne, IN 46815
Sample Bank
5131 Commerce Way
Indianapolis, IN 46204
074000010
00020013
DATE: 01/27/2016
One Hundred and 00/100 * * *

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



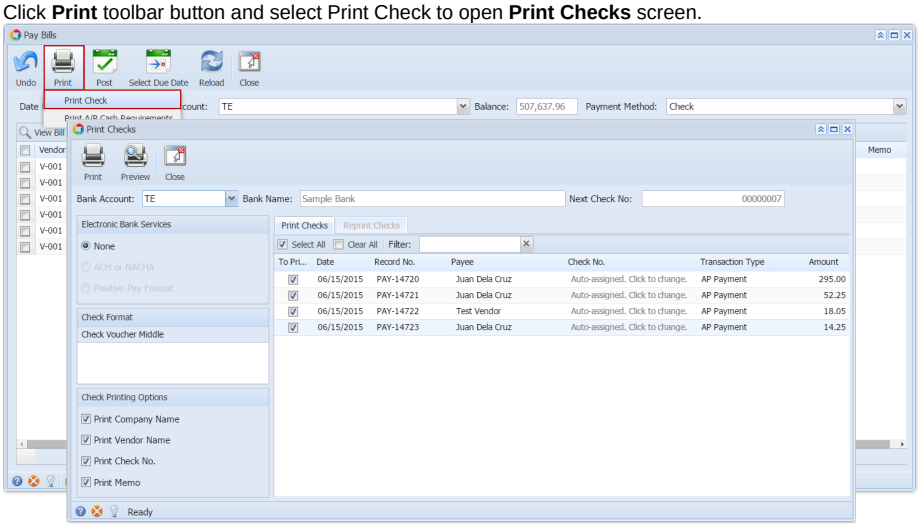
11. Print Verification screen will close and Pay Bills screen will be displayed.
12. Check No will now be displayed in the **Check No** field of the created **Pay Voucher Detail** records.



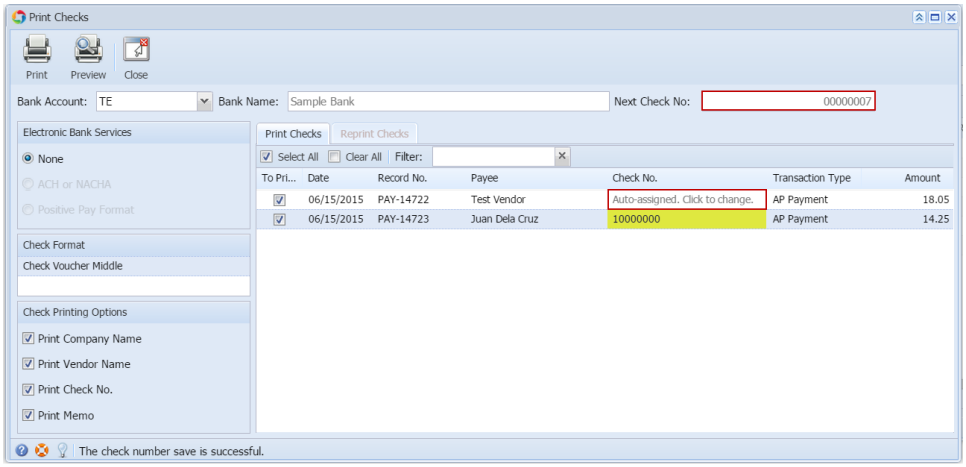
Here are the steps on how to print checks via the Pay Bills screen:

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.



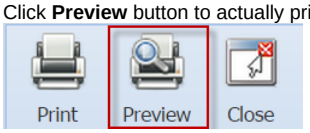
4. On the grid, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. You can either assign check number manually or let the system automatically assign the next check number available.



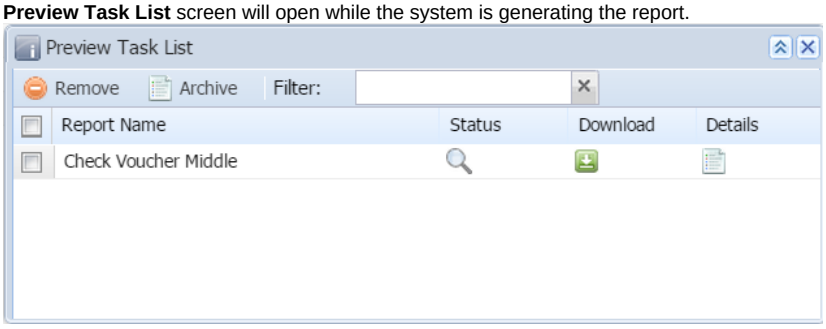
> If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

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

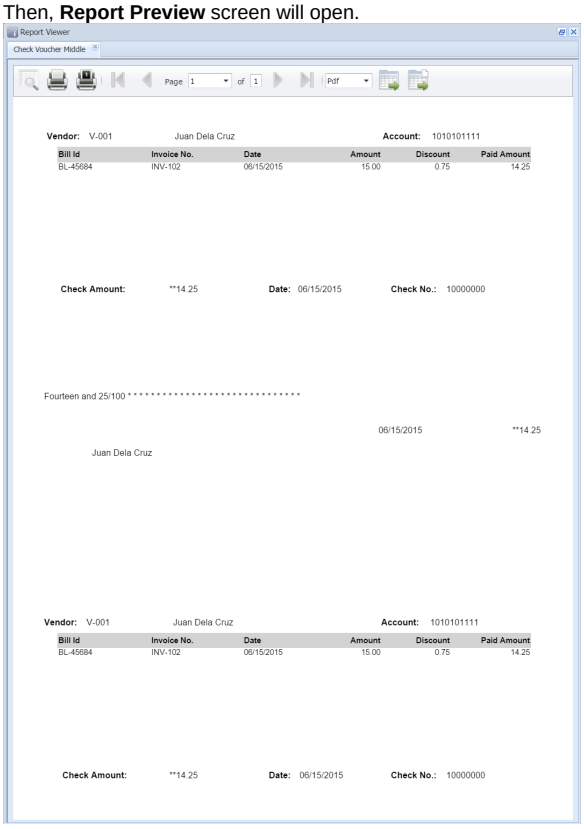
   i. Click **Preview** button to actually print the check.



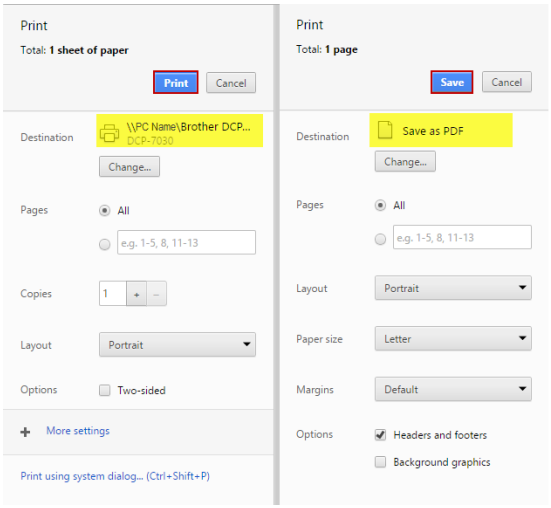
   ii. **Preview Task List** screen will open while the system is generating the report.



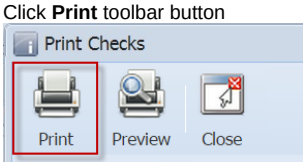
iii. Then, **Report Preview** screen will open.



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**.

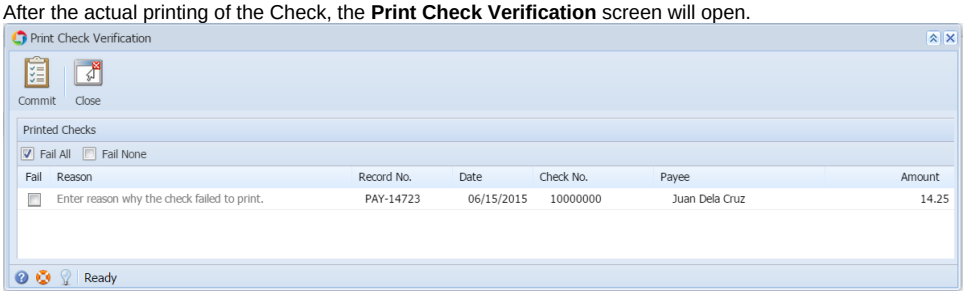


i. Click **Print** toolbar button

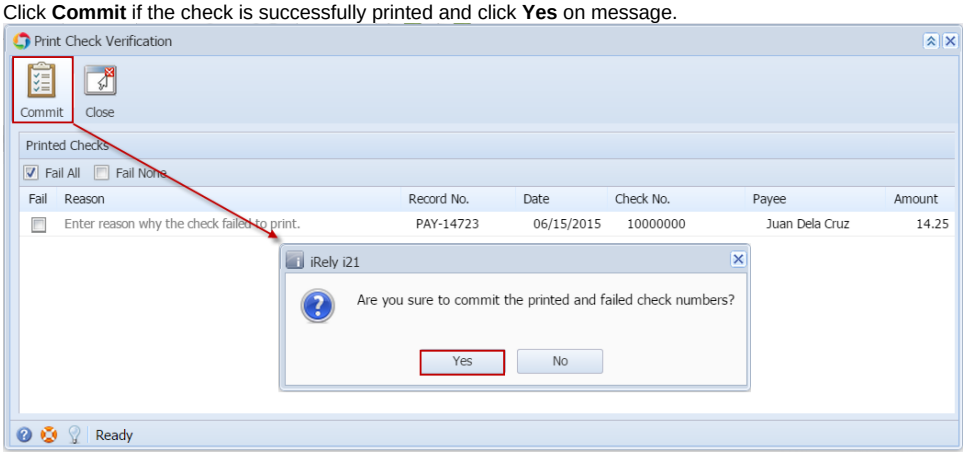


ii. Check will be printed automatically using your system's default printer.

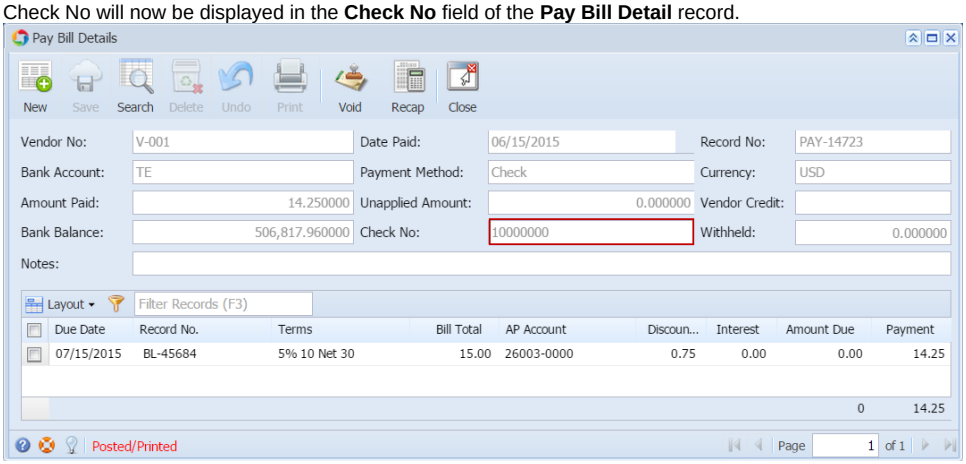
6. After the actual printing of the Check, the **Print Check Verification** screen will open.



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



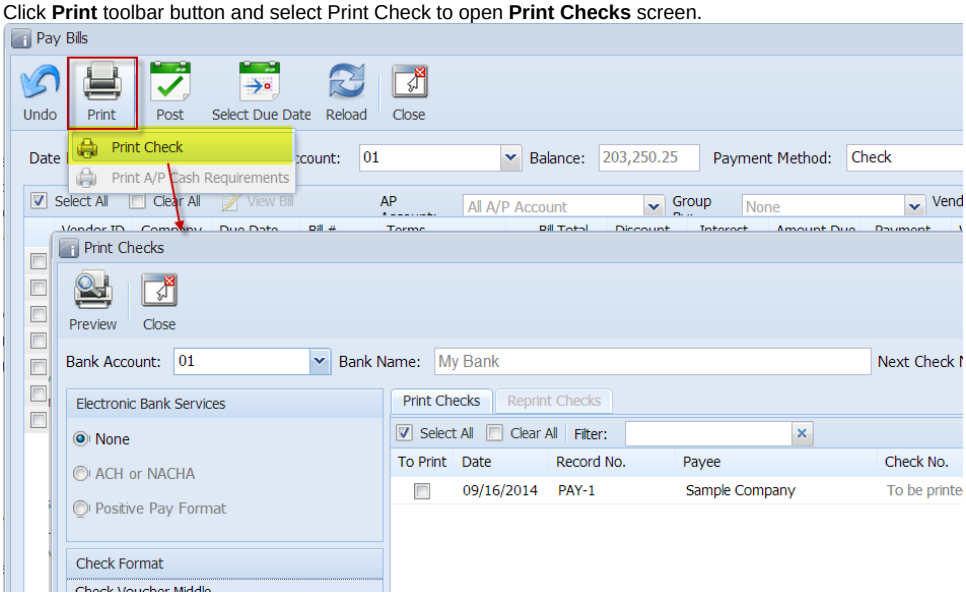
8. Print Verification screen will close and Pay Bills screen will be displayed.
9. Check No will now be displayed in the **Check No** field of the **Pay Bill Detail** record.



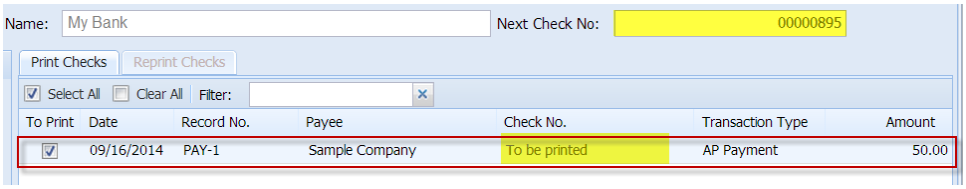
Here are the steps on how to print checks via the **Pay Bills** screen:

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.

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

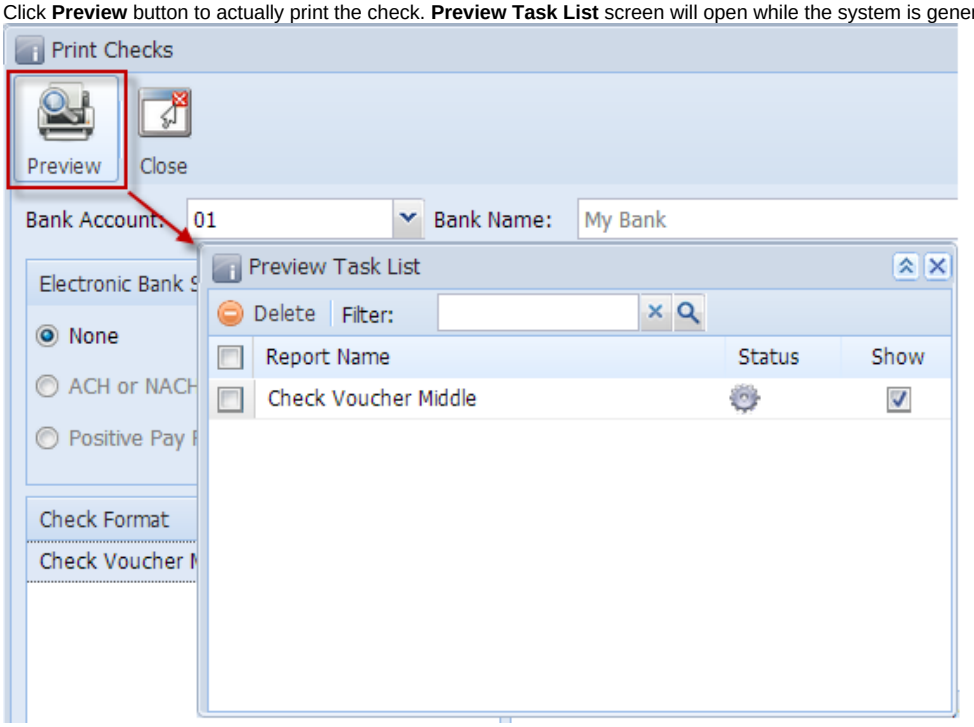


4. On the grid, all posted payables but not yet printed under the selected bank account will be displayed. Select the payable you wish to print. You can either assign check number manually or let the system automatically assign the next check number available.

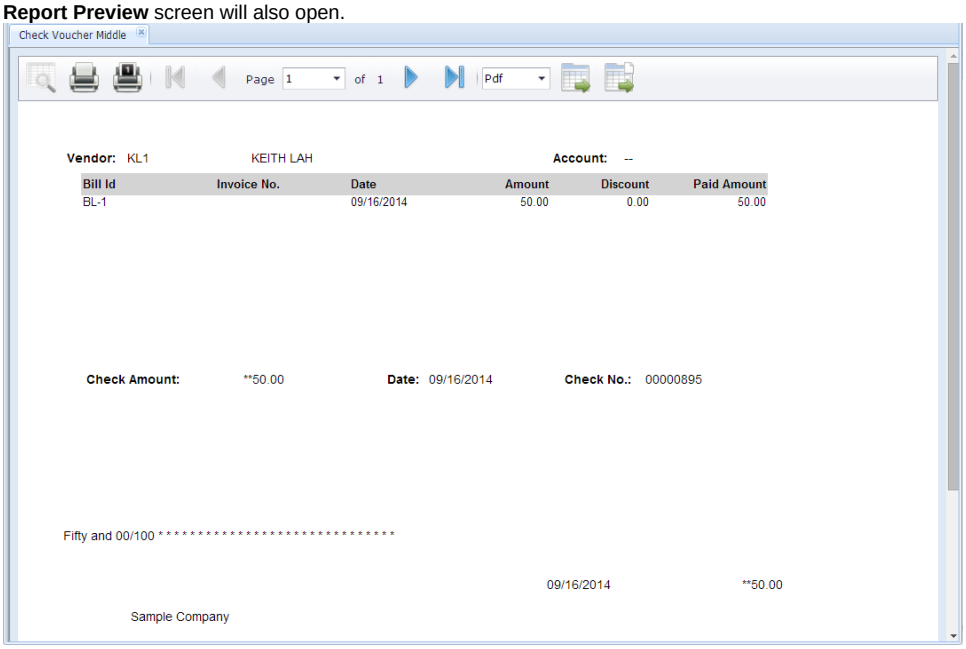


> If ever that check number is assigned manually, the system will check if the number has not been assigned previously. A warning message will prompt, telling the user that it is already used in a different transaction.

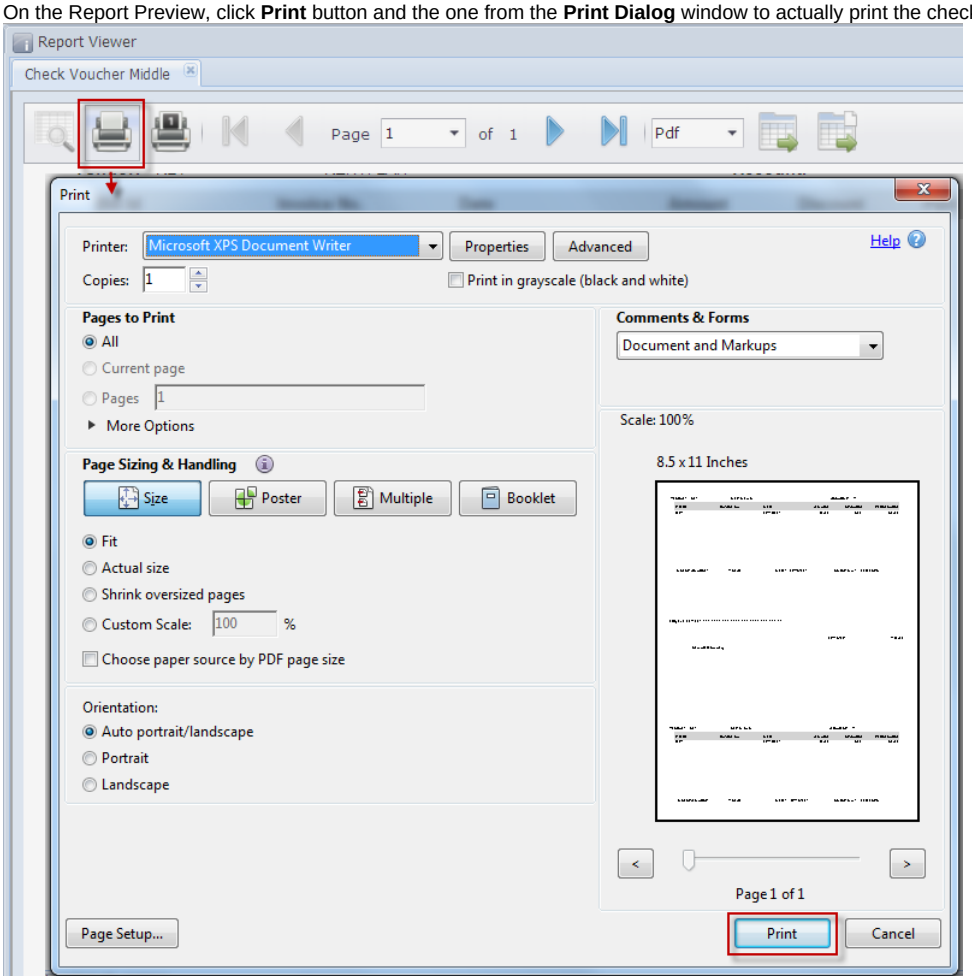
5. Click **Preview** button to actually print the check. **Preview Task List** screen will open while the system is generating the report.



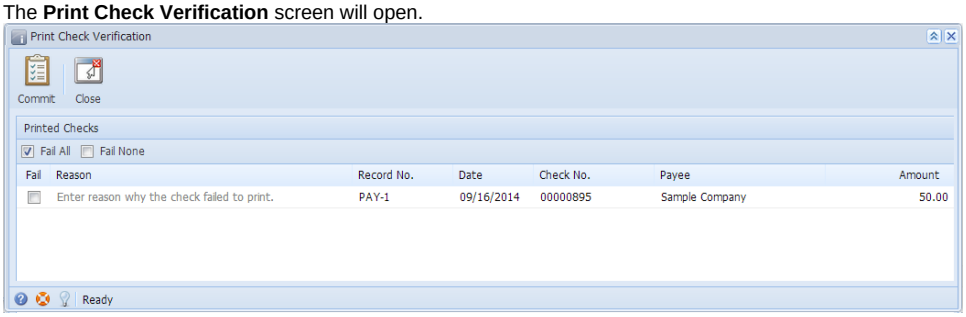
6. **Report Preview** screen will also open.



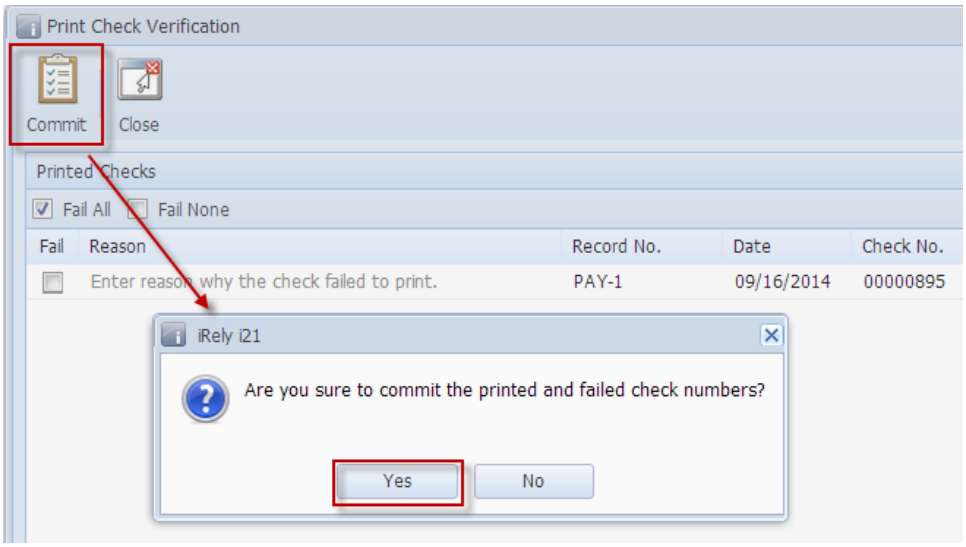
7. On the Report Preview, click **Print** button and the one from the **Print Dialog** window to actually print the check.



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



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



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