

Paying Invoices and Generating Checks

What It Does

You can use the A/P module to pay invoices and generate checks in two ways. We'll explain both methods here.

One method automatically pays invoices up to a certain date. The other method lets you choose the individual invoices you want to pay.

You indicate which method you'll use during the first step in the process: printing the To Be Paid Report. While printing it, you have the option of creating the AP-PAY file. This file contains a list of the invoices included on the report.

To decide whether to create the AP-PAY file, determine which method of paying invoices you want to use:

- Use the pay date to determine which invoices get paid. When printing checks, the system compares the invoice's voucher date with the pay date you specify. Every invoice with a voucher date on or before this pay date will be paid. If you choose this method, do not build the AP-PAY file.
- Mark the specific invoices you want to pay. You create the AP-PAY file when printing the To Be Paid

Report, and then mark the invoices you want to pay through the (DM) screen. The system will only pay invoices that you have marked.

Note: We assume that you have already set up the A/P module. If not, see the *DDMS Accounts Payable Manual* for instructions. This manual also gives a more detailed description of the procedures described here.

How to Do It

The following instructions include both methods.

Printing the To Be Paid Report

- 1 Go to the (QR) screen, and select the [C] Print A/P Reports function.
- 2 Tab to the To Be Paid field.
- 3 At To Be Paid, type Y and press RETURN.
- 4 At Loc, include all locations by pressing TAB, or limit to a single location by specifying it.
- 5 You can now limit by vendor name, vendor number, or code.

Paying Invoices and Generating Checks

```

12:11:19      (QR) Accounts Payable Reports  rev. (03/04/99)      02/14/00
===== FILE [AP-MASTER ] VOL [IN ] ===
A. Print A/P Batch.      Batch Number #.... To #.... Release Y/N ?.
B. Print Trial Balance.  Suppress Invoices Y/N ?. Over $.....
                        Days From Invoice Date ?.. (30,60,90)
                        Period From ?.. To ?.. (Tab = All)
                        Cutoff ..../... Invoice, Paid or Detail I/P/D ?.
                        Released Y/N/O=Open ?.
                        System Paid or Hand Check S/H ?.
C. Print A/P Reports.   Release Checks Y/N ? (Updates G/L)
                        Purge Completed Invoices Y/N ?
                        To Be Paid Y/N ?Y      Paid Y/N ?
                        Futures Y/N ?.      No Voucher Y/N ?.
D. Print Checks.       Alignment Form Y/N/S?. First Check #.....
E. Posting to Check File. Accounts Payable/Payroll/Both A/P/B ?.
                        Open Checks ?. (N=Outstanding, Y=Returned)
F. Print Check File.   Date ..../... To ..../...
                        Check #..... To :..... Purge Y/N ?.
I. Post Electronic Invoices.
Z. Print A/P G/L Summary Report.
Loc ?  Name From : ABC WHOLESALE      Nbr. From #      Code ?C
        To : XYZ MANUFACTURING      To #
        Enter Requested Report Code [C] Printer ?P1 Copies ? 1
    
```

If you do not want to limit by any of these, press RETURN and go to **Step 6**.

An invoice must meet every limit you set to be included. In the figure above, we limit by vendor name and code.

To limit by vendor name, specify the first name to include in the Name From field, and press TAB. In the To field, specify the last vendor name to include, and press TAB.

To limit by vendor number, tab to Nbr From,

specify the first number you want to include, and press TAB. In the To field, specify the last number to include, and press TAB.

To limit by vendor code, tab to the Code field, and specify the code you want to limit to.

6 At Create AP-PAY File, enter the appropriate response:

Y Yes, create the AP-PAY file. Choose this response if you intend to mark the invoices you want to pay.

If you specify **Y**, go to **Step 7**.

N No, do not create the AP-PAY file. Choose this response if you intend to use a pay date to determine which invoices get paid.

If you specify **N**, go to **Step 8**.

Note: The system deletes the AP-PAY file each time you print the To Be Paid Report. If you are creating the AP-PAY file for different locations, finish printing checks for the first location before creating an AP-PAY file for the next one.

7 If you specified **Y** at Create AP-PAY File, the following prompt appears:

Use Voucher Date (N=Net Date, X=Both) on the Report Y/N/X

Paying Invoices and Generating Checks

You'll enter a pay date later in this procedure. The system will determine which invoices to include on the To Be Paid Report by comparing this pay date with a date from the invoice. At the Use Voucher Date prompt, indicate which date you want to use: voucher date, net date, or both.

Enter the appropriate response:

- Y (default)** Include invoices if the voucher date is on or before the pay date.
 - N** Include invoices if the net date is on or before the pay date.
 - X** Include invoices if **both** the voucher date and the net date are on or before the pay date.
- 8** At Printer, accept the default printer for this report by pressing TAB, or specify a different printer.
 - 9** At Copies, print one copy by pressing RETURN, or specify how many copies to print.
 - 10** At the date field, specify the pay date for this report.

Note: The purpose of this pay date depends on the method you're using.

If you intend to mark invoices, the system compares the pay date to the voucher and/or net

date to determine which invoices will be included on the report.

If you will use a pay date to determine which invoices get paid, specify the same pay date here, so you get an accurate picture of the invoices to be paid.

You can accept the default pay date, which is the system date, by pressing RETURN, or you can specify a different date.

- 11** The following prompt appears only if you set the parameter No Discount On Past Due Invoices to **Y** in the (LC) screen:

Enter Check Date (MM/DD/YY)

If this prompt does not appear, go to **Step 12**.

If this prompt appears, indicate the date on which you're paying the checks. If the check date is on or before the invoice's voucher date, the system applies discounts (if there are any.) If the check date is after the invoice's voucher date, no discounts apply.

The check date defaults to the system date. Accept the default by pressing RETURN, or specify a different date.

- 12** At Are You Sure, type **Y**

Paying Invoices and Generating Checks

- 13 If you specified **Y** at Create AP-PAY File, go to **Marking Invoices**.

If you specified **N** at Create AP-PAY File, go to **Checking the Report**.

Marking Invoices

If you created the AP-PAY file, you need to mark the invoices you want to pay. Follow these steps:

- 14 Go to the (DM) screen.
- 15 You can hand-mark invoices you want to pay, mark every invoice, or mark all the invoices for a particular vendor. The last two options let you pay all invoices until you spend all the money available for this purpose. Each option is described below.

Hand-Marking Invoices

To mark individual invoices:

- 16 From the (DM) screen, select the [H] Hand action code.
- 17 At Vendor, limit to a particular vendor by retrieving their record, or include all vendors by pressing RETURN.
- 18 At Available \$, you can specify the total amount of money available. If you do, the system will prompt you if you mark more invoices than you can pay

```
10:25:11          Accounts Payable Invoices To Be Paid (01/07/00)          02/14/00
=====
Action [V]          ( MARK: A=All, V=Vendor, H=Hand, C=Clear )
                   ( I=Inquire, R=Recap by vendor, P=Print invoices )
=====
Vendor :AB          Available $          133.03
Name :ABC CO       Used $            366.97
=====
Pay      Invoice #      Net      Balance      Discount      Voucher      Net Date
-----
Y        10025         366.97      386.28        19.31      02/15/00      02 15 00
          10026          20.52        21.60         1.08      02/15/00      02 15 00
          10027          194.34       204.04         9.70      02/15/00      02 15 00
=====
Enter 'Y' to Mark, A Space to UnMark, 'B' to Backup
```

with this amount. Enter the total available, or skip this feature by pressing TAB.

- 19 When the system displays the invoices, mark each one you want to pay by typing **Y** in the Pay column. See the figure above.

Tab to move down, and type **B** to move back up. Unmark an invoice by pressing the SPACE BAR.

- 20 If you specified an amount in the Available \$ field, and mark an invoice that will exceed this amount, the prompt Ran Out of Money on # XXX – Mark It to Be Paid appears. (The letters XXX represent the

Paying Invoices and Generating Checks

invoice number.) Pay this invoice anyway by typing **Y**, or skip it by pressing RETURN.

- 21 After marking invoices, press ESC, and go to **Printing the AP-PAY Invoices**.

Marking Every Invoice

To mark every invoice, or every invoice that can be paid with the money available:

- 22 From the (DM) screen, select the [A] All action code.
- 23 At Available \$, you can specify the total amount of money available. If you do, the system will prompt you if paying an invoice will cause you to exceed this amount. Enter the total available, or skip this feature by pressing TAB.
- 24 If you did not specify an amount in the Available \$ field, or if there is enough money to pay all the invoices, the system displays the total amount you'll pay in the Used \$ field.

If paying an invoice will exceed the amount in the Available \$ field, the prompt Ran Out of Money on # XXX –Mark It to Be Paid appears. (The letters XXX represent the invoice number.) Enter the appropriate response:

Y Mark this invoice to be paid, even though it goes over the available amount.

N Do not mark this invoice to be paid.

- 25 When you finish, press ESC, and go to **Printing the AP-PAY Invoices**.

Marking Every Invoice for a Particular Vendor

To mark all of a vendor's invoices, or all of their invoices that can be paid with the money available:

- 26 From the (DM) screen, select the [V] Vendor action code.
- 27 At Vendor, retrieve the vendor record by specifying the vendor number, or tab to the Name field and specify the vendor's name.
- 28 At Available \$, you can specify the total amount of money available. If you do, the system will prompt you if it comes to an invoice that will exceed this amount. Enter the total available, or skip this feature by pressing TAB.
- 29 At Balance \$ XXX Pay All Invoices for this Vendor, the letters XXX represent the total amount that will be paid to this vendor. Enter the appropriate response:

Y Mark all invoices to be paid. Go to **Step 30**.

N Do not mark any invoices to be paid. This cancels the procedure.

H Hand-mark the invoices you want to pay. Go to **Step 31**.

Paying Invoices and Generating Checks

- 30** If you did not specify an amount in the Available \$ field, or if there is enough money to pay all the vendor's invoices, the system displays the total amount you'll pay in the Used \$ field.

If paying an invoice will exceed the amount in the Available \$ field, the prompt Ran Out of Money on # XXX – Mark It to Be Paid appears. (The letters XXX represent the invoice number.) Pay this invoice anyway by typing **Y**, or skip it by pressing RETURN.

Go to **Step 33**.

- 31** When the system displays the invoices, mark each one you want to pay by typing **Y** in the Pay column.

Tab to move down, and type **B** to move back up.

Unmark an invoice by pressing the SPACE BAR.

- 32** If you specified an amount in the Available \$ field, and mark an invoice that will exceed this amount, the prompt Ran Out of Money on # XXX – Mark It to Be Paid appears. (The letters XXX represent the invoice number.) Pay this invoice anyway by typing **Y**, or skip it by pressing RETURN.

- 33** When you finish, press ESC.

Printing the AP-PAY Invoices

Review the invoices that you'll pay by printing them:

- 34** From the (DM) screen, select the [P] Print Invoices action code.
- 35** At Vendor, you have the option of limiting by vendor.

If you did not limit to a particular vendor when marking the invoices to pay, press RETURN, and go to **Step 36**.

If you limited the invoices you marked to a particular vendor, retrieve that vendor's record.

- 36** At Print Only Marked Invoices, type **Y**
- 37** At Printer, accept the default printer by pressing RETURN, or specify another one.
- 38** At Are You Sure, type **Y**
- 39** Review the report, making sure that it lists the invoices you want to pay.
- 40** If the report is correct, go to **Printing Checks**.

If the report is not correct, go back to **Marking Invoices**, and redo the invoice marking process to correctly mark what you want to pay.

Paying Invoices and Generating Checks

Checking the Report

If did not create an AP-PAY file, the system will automatically pay all invoices with voucher dates on or before the pay date. (The pay date defaults to today's date, but you can change it when generating checks.) You need to make sure that you want to pay all of these invoices before generating checks.

- 41 Review the To Be Paid Report, checking the voucher date for each invoice.

If you want to pay all the invoices that have voucher dates on or before your pay date, go to **Printing Checks**.

If you do *not* want to pay all the invoices that have voucher dates on or before your pay date, go to **Changing the Voucher Date**.

Changing the Voucher Date

If you do not want to pay some invoices that the system will generate checks for, you need to change their voucher dates. Follow these steps:

- 42 Go to the (D) screen, and select the [P] Pay action code.
- 43 At Business Period, accept the default by pressing RETURN, or specify the correct month.

- 44 At Vendor, retrieve the vendor for the first check you need to change.
- 45 At Invoice#, specify the invoice number whose voucher date you want to change. If you do not fill the entire field, press RETURN.
- 46 At Paying This Invoice, type **Y**
- 47 At Check, press TAB.
- 48 At Voucher, specify a future voucher date. (It must be after the date you'll use as the pay date.)
- 49 Press RETURN.
- 50 The system will display the next invoice.

If you have additional invoices to change voucher dates for, press ESC to go back to the Invoice# field, and repeat **Steps 45-49** for each one.

If you do not need to change any other voucher dates, press ESC until you return to the Master Menu.

Printing Checks

- 51 Load blank checks in the printer you intend to use.
- 52 Go to the (QR) screen, and select the [D] Print Checks action code.
- 53 At Alignment Form, type **Y**

Paying Invoices and Generating Checks

- 54** At First Check, specify the number of the check that will print first. If you do not fill the field, press RETURN.
- 55** At Printer, accept the default printer by pressing RETURN, or specify the correct printer.
- 56** Press RETURN until you see Are You Sure, and then type **Y**
- 57** Check the alignment of this check, and repeat **Steps 52-56** until it's correct.
- 58** Select the [D] Print Checks action code again.
- 59** At Alignment Form, enter the appropriate response:
- N** No, but print invoice detail on the check stubs.
 - S** No, but suppress the invoice detail. If you choose this option, the system records the invoice detail in the file AP-CKSTUB, which will be built on the unit that contains your A/P files. If you want to view this file, you must do so before generating more checks, since it's re-written each time.
- 60** At First Check, specify the number of the first check that will print.
- 61** In the Loc, Name, Nbr, and Code fields you can set limits, like you did when printing the To Be Paid Report. If you set limits then, you should set the same ones now, so print only the checks that were on your To Be Paid Report. (For instructions, see **Step 5.**)
- 62** At Period To, specify the business period you're printing checks for.
- 63** At Printer, accept the default by pressing RETURN, or specify the correct printer.
- 64** At Copies, press RETURN.
- 65** The date in the upper left is the pay date.
If you created an AP-PAY file and marked invoices to pay, press RETURN, and go to **Step 66**.
If you did **not** create an AP-PAY file, the system will generate checks for every invoice with a voucher date that's on or before the pay date you specify here.
Accept the default pay date, which is the system date, or specify another date.
- 66** At Enter Check Date, specify the date you want to print on your checks. Accept the default by pressing RETURN, or specify another.
- 67** At Are You Sure, type **Y**

Paying Invoices and Generating Checks

Releasing Checks

After printing A/P checks, you need to release them. **You must do this before generating more checks.**

- 68 From the (QR) screen, select the [C] Print A/P Reports action code.
- 69 At Release Checks, type **Y**
- 70 At Purge Completed Invoices, press RETURN.
- 71 In the Loc through Code fields, you can specify limits. Set the same limits you used when printing checks, if any.

If you do not need to set limits, press RETURN.

- 72 At Enter Password, specify the release password, which is set in the Release field in the (LC) screen. If it has fewer than four characters, press RETURN.
- 73 At Printer, accept the default printer by pressing RETURN, or specify another printer. (The system prints a version of the A/P Check Register Report.)
- 74 At Copies, print a single copy by pressing RETURN, or specify the number or copies to print.
- 75 At the pay date, specify the pay date you used when generating the checks (**Step 65**).
- 76 At Are You Sure, type **Y**

The system will release checks and print the report. This completes the procedure.