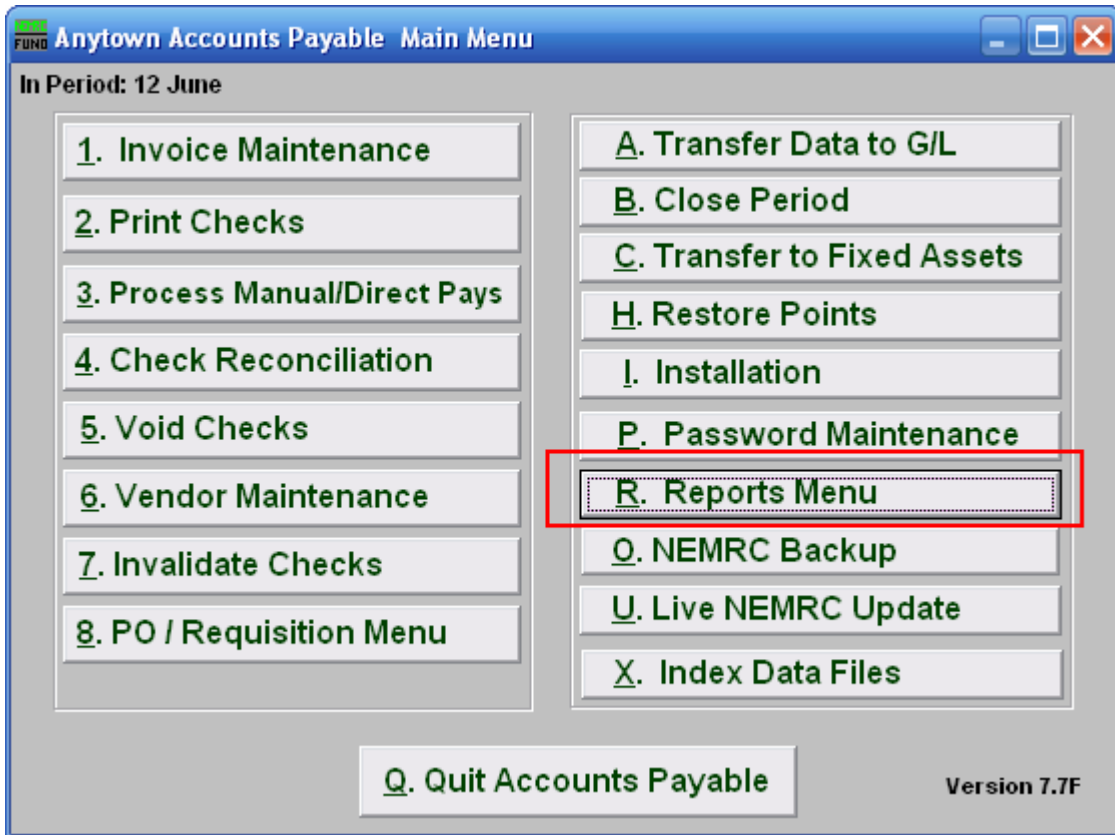


Accounts Payable

R. Reports Menu: 3. Check Warrant

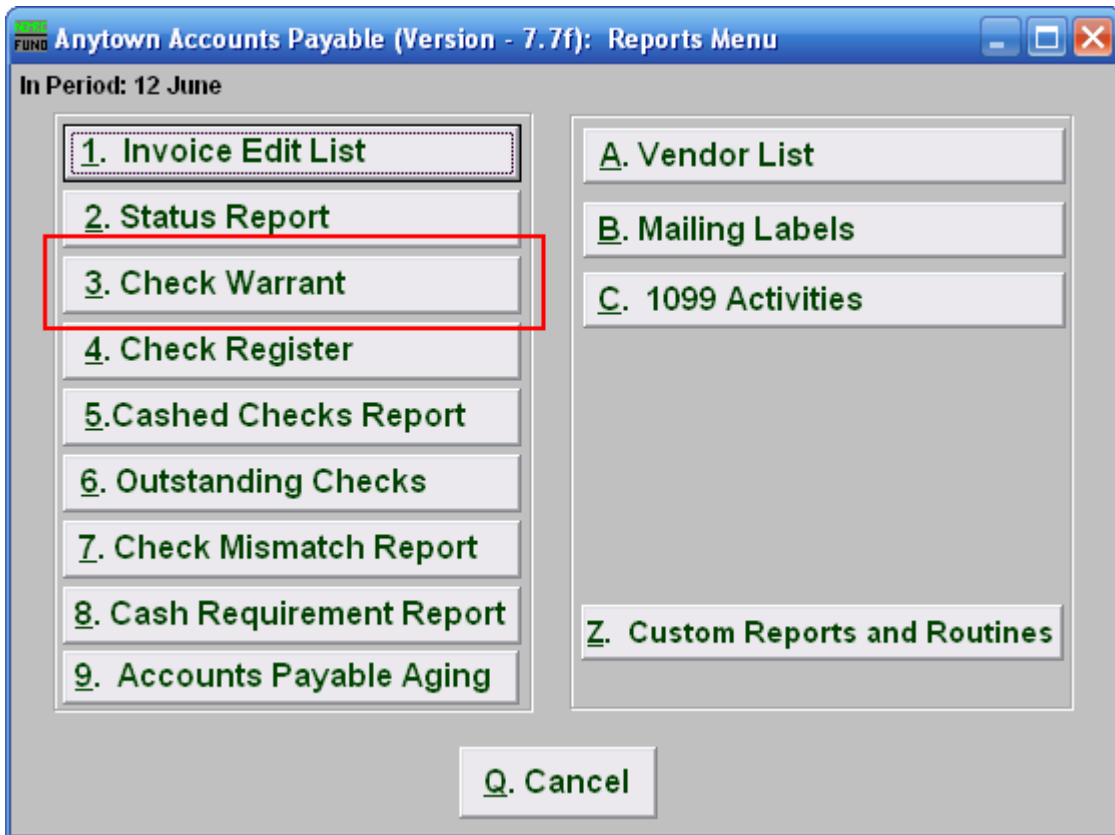
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Accounts Payable



Click on “3. Check Warrant” from the Reports Menu and the following window will appear:

Accounts Payable

Check Warrant

The “Options” tab

The screenshot shows the 'Check Warrant' window with the 'Options' tab selected. The window is divided into three sections: 'Options', 'Warrant Bottom', and 'Select Invoices'. The 'Options' section contains the following controls:

- 1 Select By:** Radio buttons for 'Unpaid Invoices', 'All Invoices', 'All Paid Invoices by Check Number' (selected), 'All Paid Invoices by Check Date', 'Manually Select Invoices', and 'Manual/Direct Pay Register'.
- Include Invoice Memos 2:** Radio buttons for 'Order by Vendor Number', 'Order by Company Name', and 'Order by Check Number' (selected).
- Primary Sort by Expense Fund 4:** Radio buttons for 'Yes' and 'No' (selected 'No').
- Format including G/L data 5:** Radio buttons for 'Yes' and 'No' (selected 'No').
- Enter Checking Account Code 6:** A dropdown menu showing '04'.
- 7 Include Manual/Direct Pays 8 Include Voiced Checks:** Two checkboxes, both currently unchecked.
- Check # 9:** Two input fields, both containing '0'.
- Enter Warrant Report Number 10:** An empty input field.

At the bottom of the window are four buttons: 'Preview 11', '12 Print', 'File 13', and '14 Cancel'.

- 1. Select By:** Choose what you want to create a Check Warrant report for.
- 2. Include Invoice Memos:** Choose whether or not you want to have the Memos for each Invoice to appear on the report.
- 3. Order by:** Choose what you want this report to print in order of.
- 4. Primary Sort by Expense Fund:** The report will group all reference accounts associated by the expense fund before the option 3 choice when this option is set to yes.
- 5. Format including G/L data:** Each reference account and description will appear related to each invoice paid on the report when this option is set to yes.
- 6. Enter Checking Account Code:** Enter the checking account code or select from the drop down menu. Checking account codes are set up in installation.
- 7. Include Manual/Direct Pays:** Check this box to include Manual and Direct Pays in this report.
- 8. Include Voiced Checks:** Check this box to include Checks that have been Voiced in this report.

Accounts Payable

- 9. Check #:** Enter a Check number range for this report. If you select the option of “All paid invoices by check date” then the check date range will appear here.
- 10. Enter Warrant Report Number:** Enter the warrant number to print on the report if you assign them
- 11. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 13. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 14. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Accounts Payable

The “Warrant Bottom” tab

The screenshot shows a software window titled "Check Warrant" with three tabs: "Options", "Warrant Bottom", and "Select Invoices". The "Warrant Bottom" tab is active. The main content area contains a text area with a legal notice and a table with columns for "VILLAGE TRUSTEES" and signature lines. A red "1" is placed below the first signature line. At the bottom, there are five buttons: "Preview 2", "Print 3", "File 4", and "5 Cancel". A footer note reads: "We know this is small. Please print a warrant then edit this screen to the best of your ability using the print out as a guide."

- 1. Edit:** You should print this check warrant, and then edit this screen as best you can. Print again and review after you make changes. Some users place each board members name under a specific line for their respective signature.
- 2. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 3. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 4. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 5. Cancel:** Click “Cancel” to cancel and return to the previous screen.