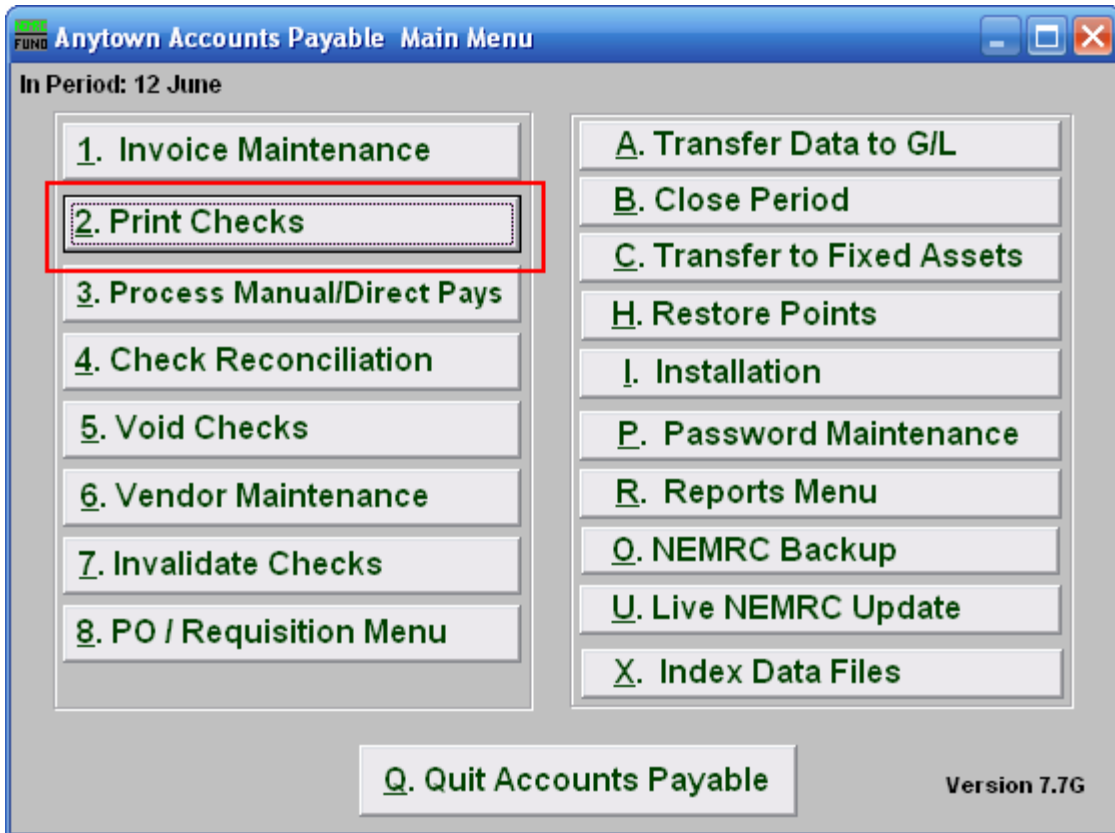


Accounts Payable

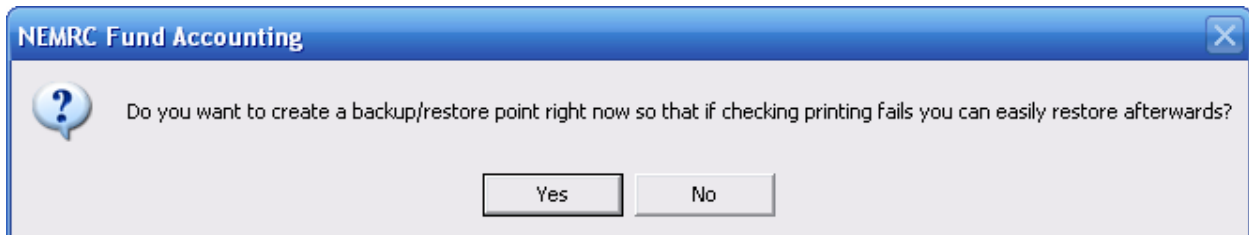
2. Print Checks

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Click on “2. Print Checks” from the Main Menu and the following window will appear:



You should choose “Yes” when this notice appears. It is always very important that you backup your data. Keep in mind that this only backs up the data for the module and entity that you are in. Keep in mind that Restore Points are not a substitute for the regular backup routine.

After the Restore Point is made, the following window will appear:

Accounts Payable

Print Checks

Print Checks

Options | Select Invoices

Enter Checking Account Code

1

Unpaid invoices by due date **Print due dates upto and including** 12/11/2007

By selected voucher

Manually select invoices

Starting check number 0

Check Date 12/11/2007

Order by Vendor Number

Order by Company Name

Print Cancel

1. Choose what you want to print checks by. Refer to the section below that relates to your choice.

Accounts Payable

Unpaid invoices by Due Date

Print Checks

Options

Select Invoices

Enter Checking Account Code 1

Unpaid invoices by due date **Print due dates upto and including** 2 12/11/2007

By selected voucher

Manually select invoices

Starting check number 3 0

Check Date 4 12/11/2007

Order by Vendor Number 5

Order by Company Name

Print 6

Cancel 7

- 1. Enter Checking Account Code:** Type in the Checking Account Code or select it from the drop down list.
- 2. Print due dates upto and including:** Enter in the due date for which you wish to pay, including any invoices due before that date.
- 3. Starting check number:** Type in the check number to start with.
- 4. Check Date:** Enter in the date to appear on the checks.
- 5. Order by Vendor Number OR Order by Company Name:** Select in which order you want the checks to be printed.
- 6. Print:** Click this button to print the checks. Refer to GENERAL PRINTING for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Accounts Payable

By Selected Voucher

The screenshot shows a 'Print Checks' dialog box with the following fields and options:

- Enter Checking Account Code** (1): A dropdown menu.
- Unpaid invoices by due date**:
- By selected voucher**: (Selected)
- Manually select invoices**:
- Print invoices with voucher number** (2): A text box.
- Starting check number** (3): A text box containing '0'.
- Check Date** (4): A text box containing '12/11/2007'.
- Order by Vendor Number**:
- Order by Company Name** (5): (Selected)
- Print** (6): A button.
- Cancel** (7): A button.

- 1. Enter Checking Account Code:** Type in the Checking Account Code or select it from the drop down list.
- 2. Print invoices with voucher number:** Enter the voucher number you wish to use. The system will process all unpaid invoices that reference the value provided.
- 3. Starting check number:** Type in the check number to start with.
- 4. Check Date:** Enter in the date to appear on the checks.
- 5. Order by Vendor Number OR Order by Company Name:** Select in which order you want the checks to be printed.
- 6. Print:** Click this button to print the checks. Refer to GENERAL PRINTING for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Accounts Payable

Manually Select Invoices

The screenshot shows a 'Print Checks' dialog box with the following elements:

- Options** tab selected.
- 5 Select Invoices** tab highlighted with a red box.
- Enter Checking Account Code** 1: A dropdown menu.
- Unpaid invoices by due date
- By selected voucher
- Manually select invoices
- Starting check number** 2: A text box containing '0'.
- Check Date** 3: A text box containing '12/11/2007'.
- Order by Vendor Number
- Order by Company Name 4
- Print** and **Cancel** buttons at the bottom.

- 1. Enter Checking Account Code:** Type in the Checking Account Code or select it from the drop down list.
- 2. Starting check number:** Type in the check number to start with.
- 3. Check Date:** Enter in the date to appear on the checks.
- 4. Order by Vendor Number OR Order by Company Name:** Select in which order you want the checks to be printed.
- 5. Select Invoices:** Click on this tab and the following window will appear.

Accounts Payable

The screenshot shows a software window titled "Print Checks" with a "FUND" icon. It is divided into "Options" and "Select Invoices" sections. The "Select Invoices" section contains a table with the following data:

Vendor	Inv #	Amount	Discount	Paid	Print?
FVT-TRUST BANKNORTH	PR-02/10/05	113.31	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-02/12/04	126.92	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-02/13/03	123.86	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-02/23/06	81.43	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-02/24/05	81.37	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-02/26/04	140.29	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-02/27/03	145.33	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-03/09/06	102.77	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-03/10/05	91.76	0.00	0.00	N
FVT-TRUST BANKNORTH	PR-03/11/04	127.68	0.00	0.00	N

At the bottom of the window, there are two buttons: "Print 2" and "3 Cancel". A red box highlights the "Print?" column in the table, with a red "1" above it.

- 1. Print?:** Click on this column in the row of an invoice you wish to print, and type “Y.”
- 2. Print:** Click “Print” to print checks.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.