HOW TO PROCESS A CHECK THROUGH ACCOUNTS PAYABLE

API20

Abila MIP Training

by Dennis McGovern

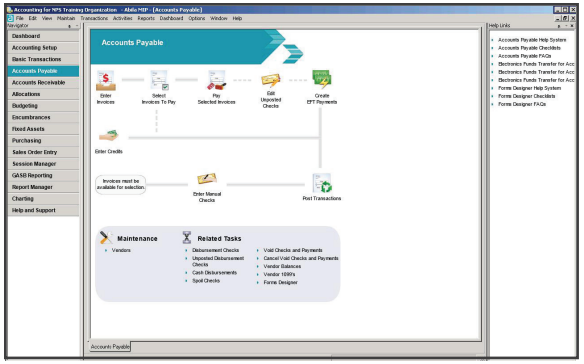

fig. 1

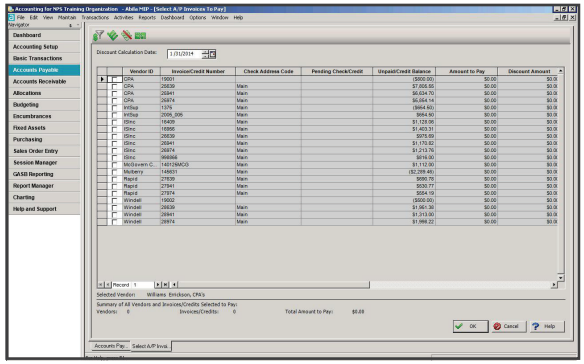

fig. 2

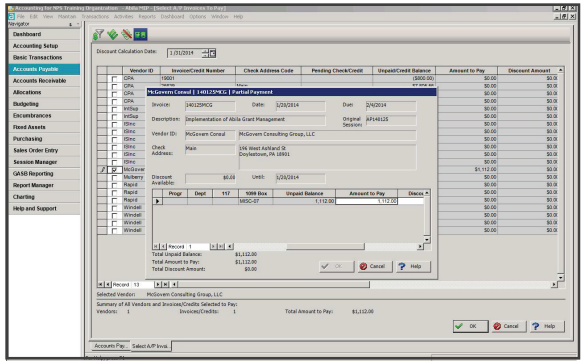

fig. 3

HOW TO PROCESS A CHECK THROUGH ACCOUNTS PAYABLE

In this training video we will learn how to do the following when processing a check through Accounts Payable:

- How to select Invoices to Pay
- How to pay selected Invoices
- How to print checks
- And posting the session after the checks have been printed

Step 1

To begin, select Accounts Payable on your Navigator toolbar. Then click on the Select Invoices to Pay icon. All of the outstanding Accounts Payable invoices will appear. You will see a summary at the bottom of the screen of the number of Vendors, Invoices, Credits and the Total Amount to Pay for any items selected. *(fig. 1, fig. 2, fig.3)*.

- On the icon toolbar at the very left we see Pay Criteria. This icon will allow you to filter based upon specific criteria and mark those items on the Select A/P Invoices to Pay form. Many of our clients use this as a cash management tool to select invoices by due date, or by specific vendor and see the total amount of cash that will be disbursed. For more information on how to use the filter properly, please visit our Filter Tab Training Video (RPS 40).
- Next is the Select All Icon. This allows you to select all the invoices without the need to select them one by one.
- The third icon deselects or unchecks all of the invoices.
- The last icon is the Partial Payment icon. Instead of paying the full amount of the invoice selected, you may choose to make a partial payment. On the bottom of this page you will see the Unpaid balance, Total Amount to Pay, and Total Discount Amount for that vendor. If desired, you may change the Amount to Pay field here.

Step 2

Once one or more invoices have been selected for payment, click the OK button. *(fig. 4)*.

Step 3

Next, click on Reports, AP Analysis, and Invoices Selected for Payment. *(fig. 5)*.

Step 4

Select the default report or a custom report you have saved from the drop down menu. *(fig. 6)*.

Step 5

We recommend you print the report and have the appropriate supervisor approve it prior to printing the checks. This provides an additional level of internal control. When complete, click the Close button at the bottom of the screen.

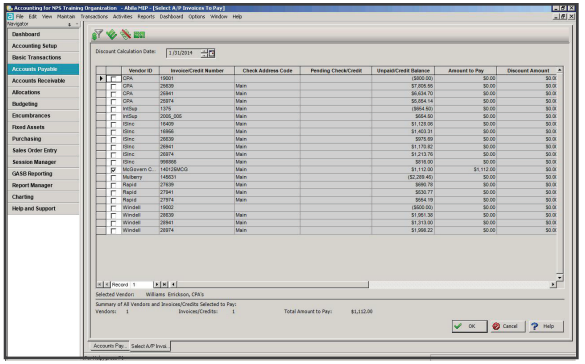

fig. 4

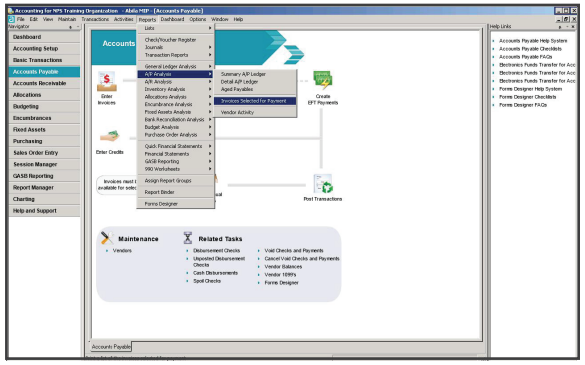

fig. 5

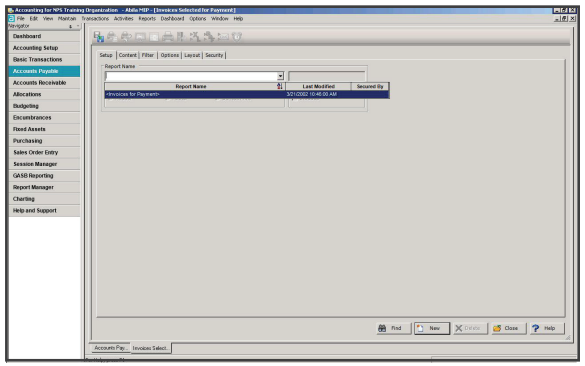

fig. 6

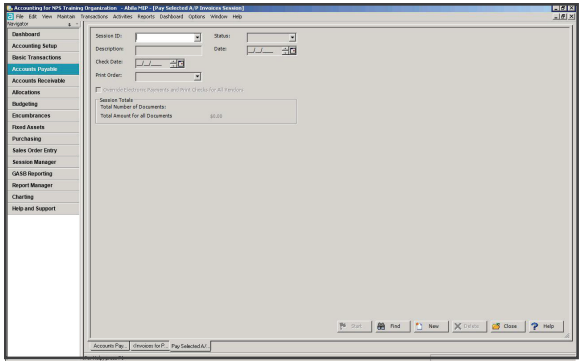

fig. 7

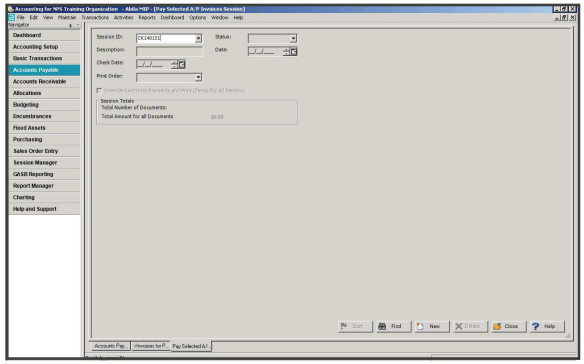

fig. 8

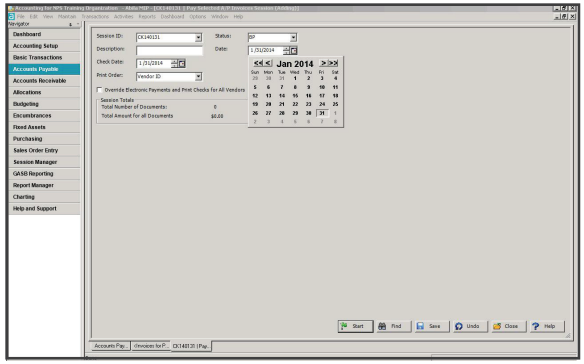

fig. 9

Step 6

Next, to pay the selected invoices and print your checks, go to the Accounts Payable tab on the Navigator toolbar, and click on the Pay Selected Invoices Icon. *(fig. 7)*.

- This will cause the session screen to appear.

Step 7

Enter the session information. We recommend using the standard abbreviation CK meaning check, then the two digit year, month and day in that order and any other designation you deem necessary. Labeling Session IDs this way will naturally sort your Session IDs in date order and by transaction type. *(fig. 8)*.

Step 8

Leave the session status as BP (Batch to Post).

Step 9

Leave the description blank.

Step 10

The Date field will default to the current date. Leave the current date in this field. *(fig. 9)*.

Step 11

Next is the Check Date. This will appear on all checks and will be the effective date that the money is disbursed from the GL code for the bank. *(fig. 10).*

Step 12

Select the desired Print Order of the checks from the drop down menu. *(fig. 11).*

Step 13

The Override Electronic Payments and Print Checks for All Vendors option will only be available if you own the Electronic Funds Transfer for Accounts Payable Module. For more information on this module please contact the McGovern Consulting Group. *(fig. 12).*

Step 14

Click on the Start button. *(fig. 12).*

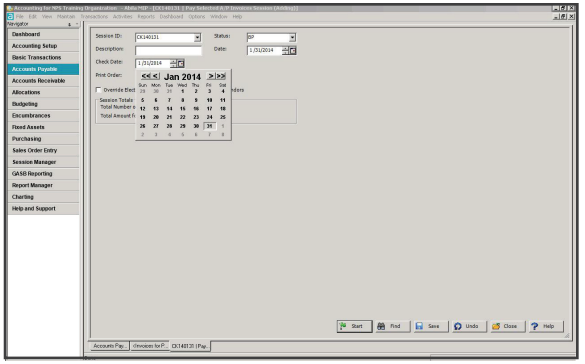

fig. 10

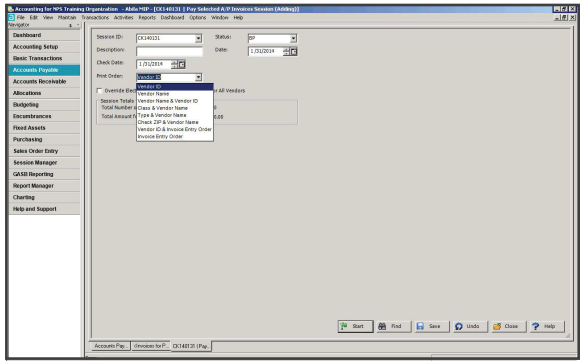

fig. 11

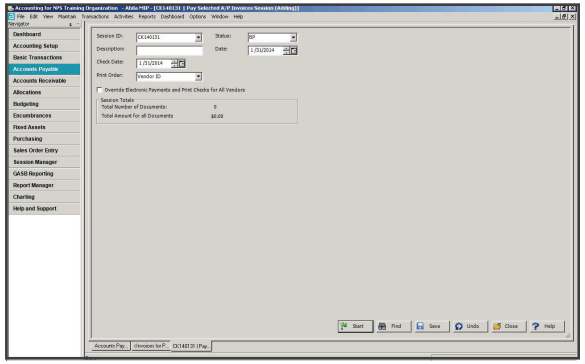

fig. 12

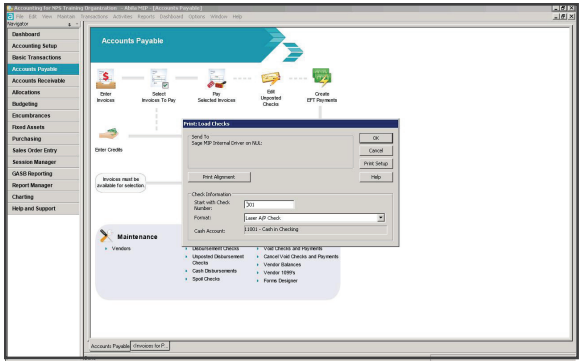

fig. 13

fig. 14

fig. 15

Step 15

The Print: Load Checks form will appear. Confirm that the correct check number and check format appear. They can be changed if needed. The upper left of the form will show the printer that is being used to print the checks. If this is not the correct printer, click on the Print Setup button on the right side of the form and change to the desired printer. *(fig. 13, fig. 14).*

- Click OK.
- A message will appear estimating the number of checks needed. Confirm that you have loaded a sufficient amount of check stock in the printer. Click OK.

Step 16

The printing will begin. When complete, a message will appear asking Did All Checks Print Correctly? *(fig. 15).*

Step 17

Click “Yes” ONLY if ALL checks printed correctly.

Step 18

Click “No” to reprint one or more checks. A form will appear where you may select the checks that need to be reprinted. Select one or more checks and then click the Reprint button.

- Note: If reprinting is a result of not having the proper check stock in the printer or accidently printing on blank paper, you may use the original starting check number during the reprint process. However, in cases of a printer jam or if checks were out of order, you should begin reprinting with the next available check number assigned by the system. Then you should manually void the check numbers that did not properly print. For more information on how to void checks, visit our Voiding Checks Training Video (API 40).

Step 19

After all checks have printed correctly, IMMEDIATELY GO AND POST THE CHECK SESSION. Within the Accounts Payable tab of the Navigator toolbar, click on the Post Transactions icon. *(fig. 16)*.

Step 20

Select the correct session which will have APS as the transaction source. *(fig. 17, fig. 18)*.

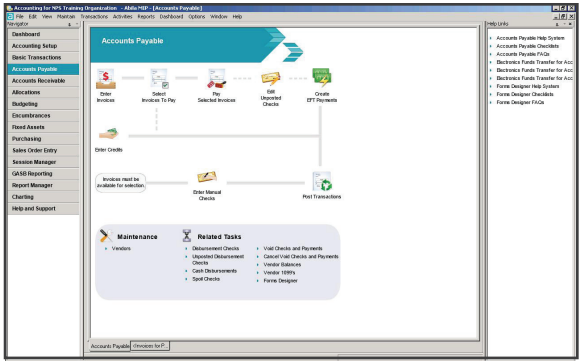

fig. 16

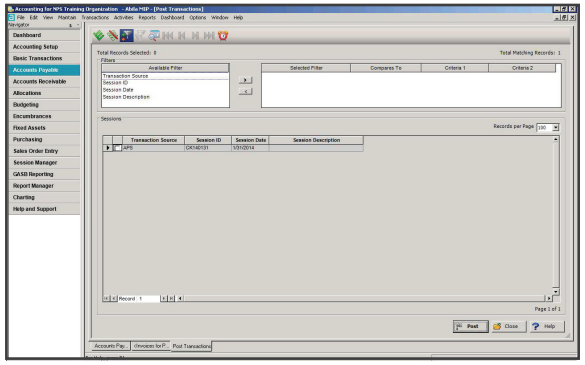

fig. 17

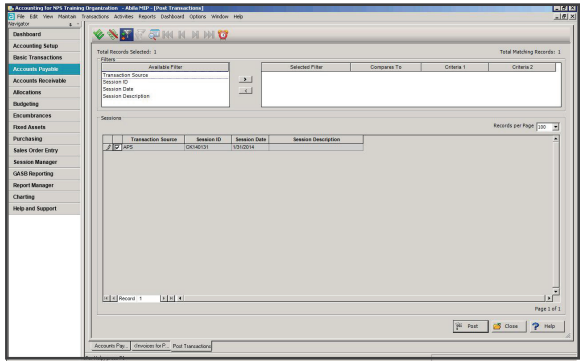

fig. 18

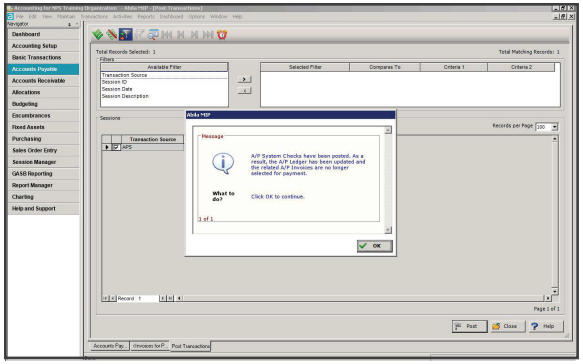

fig. 19

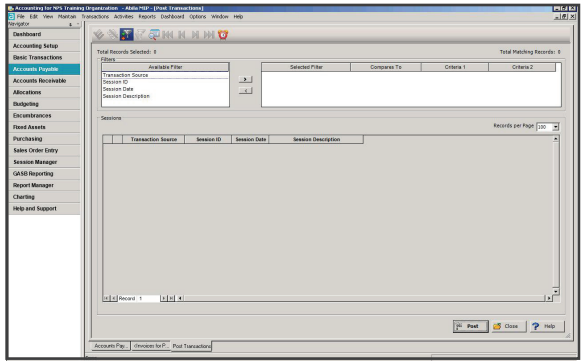

fig. 20

Step 21

Click on the Post button. *(fig. 19).*

- The following message will appear: “A/P System Checks have been posted. As a result, the A/P ledger has been updated and the related A/P invoices are no longer selected for payment.”
- Click Ok

Step 22

Click Close to exit. The process is complete. *(fig. 20).*

Conclusion

To recap this video on how to process checks through Accounts Payable, we have learned how to select and pay invoices, run an Invoices Selected for Payment report, how to print checks and how to post the session.