

Batch A/P

1. Run Aged Payables reports, "Accounts Payable". Pick the 'aged as of' date, perhaps the 30th, the current day, the last day of the year?
2. Print the copy, and use it to decide which aged AP you want to pay.
3. Go into "Payment Journal". The objective is to bring up all the open invoices due for payment.
4. Select 'Payment', and then 'Suggested Vendor Payment'
5. Look at the options menu, make sure the last payment date is through that point in time you want to cover.
6. Verify correct posting date, on the options menu.
7. Select 'new doc per line' as no
8. Verify bank account
9. Verify pay type as 'computer'
10. Click OK, and it should bring up all the Suggested Vendors to pay.
11. Control 'Home' brings you to the top of the document, which is where you want to start.
12. Compare this list to the AP aging report – notice they are in the same order.
13. Highlight, or select, the ones you do not want to pay in this batch and delete them. Note – this does not delete them from the system, only from this pay batch
14. NOW, you are ready to pay!
15. Shortcut: Control 'F9' will show you a summary of how much you are paying
16. Select 'Payment', then 'Print check'
17. Chose the options, and check to confirm
 - a. Bank account is properly selected
 - b. Last check number is listed
18. Select 'OK'
19. Select the Check Printer
20. This will automatically enter the lines of balance on each entry, and will print the checks.
21. Review the checks to make sure they are OK, no changes, etc.
22. IF anything is wrong with the check, then go to that check number on the line; go to 'Payment' and choose 'Void Check' or 'Void all Checks' if that is the case.
23. Given that everything is OK, then choose 'Posting', and 'Post and Print'.