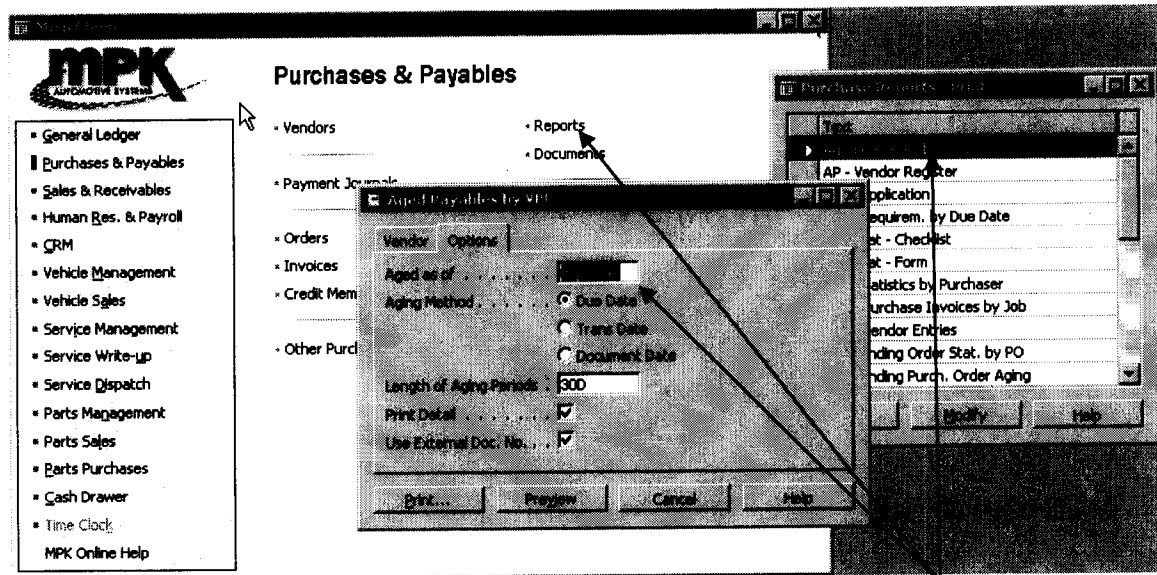
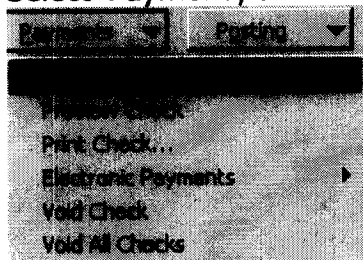


Batch A/P

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'

Suggest Vendor Payments

Vendor Options

Last Payment Date 04/30/08

Find Payment Discounts

Summarize per Vendor

Summarize per Dimension

Use Vendor Priority

Available Amount (\$) 0.00

Posting Date 05/05/08

Starting Document No.

New Doc. No. per Line

Bal. Account Type Bank Account

Bal. Account No. OPERATIONS

Bank Payment Type Computer Check

OK Cancel Help

10. Click OK, and it should bring up all the Suggested Vendors to pay.

DEFAULT Default Payment Journal - Payment Journal

Batch Name DEFAULT

Posting Date	Document Type	Document No.	Account Type	Account No.	Posting Group	Description	Amount	Bal. Account Type	Bal. Account No.	Applies-to Doc. Type	Applies-to Doc. No.	Bank Payment Type
05/05/08	Payment		Vendor	14007	TRADE	Payment of Invoice 385	500.00	Bank ...	OPERAT...	Invoice	385	Compu...
05/05/08	Payment		Vendor	14007	TRADE	Payment of Invoice 386	800.00	Bank ...	OPERAT...	Invoice	386	Compu...
05/05/08	Payment		Vendor	14007	TRADE	Payment of Invoice 387	5,558.00	Bank ...	OPERAT...	Invoice	387	Compu...

Account Name: Sea Coast Mitsubishi Bal. Account Name: Commerce Bank

Line Account Functions Payments

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!

20. 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.

DEFAULT									
Date	Type	Vendor	Account	Description	Amount	Bank	Invoice	Check	
05/05/08	Payment	101 Vendor	14007 TRADE	Payment of Invoice 385	500.00	Bank ...	Invoice	385	
05/05/08	Payment	101 Vendor	14007 TRADE	Payment of Invoice 386	800.00	Bank ...	Invoice	386	
05/05/08	Payment	101 Vendor	14007 TRADE	Payment of Invoice 387	5,558.00	Bank ...	Invoice	387	

21. Given that everything is OK, then choose 'Posting', and 'Post and Print'.

