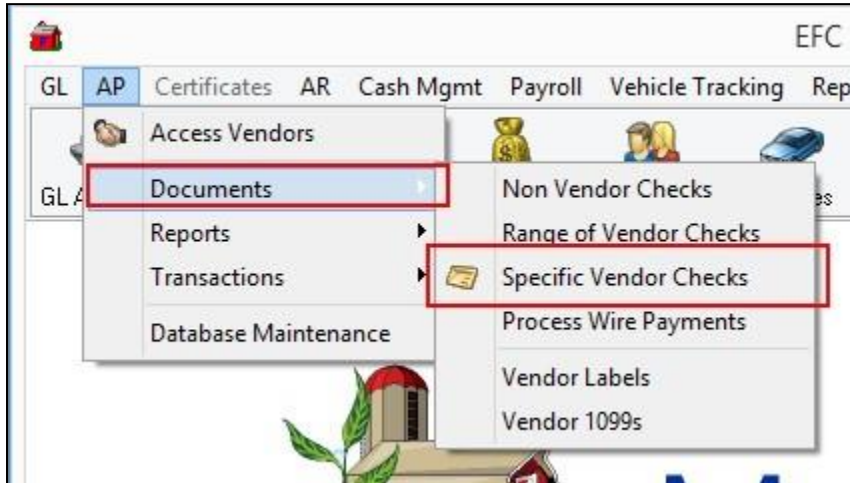


# Create AP Checks


## How to Create Specific Vendor Checks

Select Specific Vendor Checks to pay a specific invoice for an Accounts Payable Vendor.

Navigate to Merchant Ag FIN | AP | Documents | Specific Vendor Checks.



Follow the steps to create a Specific Vendor Check.

1. Select the Vendor by clicking into the Payable To field or select the Search  button.
2. Enter a check description in this thirty character alpha-numeric field. This information does not print on the check.
3. Select Hide Balance =0 to hide AP Vendors with a zero balance from the Search screen.
4. The Bank Account the check will be written against is automatically supplied as well as the next available check number. Select Search to choose an alternate bank account.

5. The Date for the check defaults to the current date. Select an alternate date from the drop down calendar.

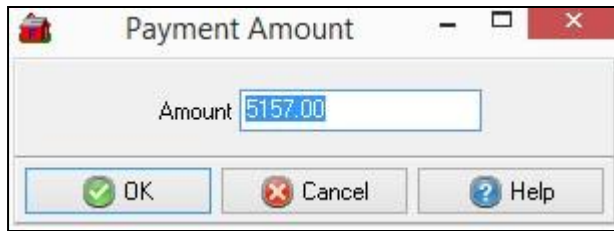
In the Invoices section, all unpaid invoices for the selected Vendor are listed.

Invoice	Invoice Date	Date Due	Period	TTR	Amount	Due	Pay Amount
5566	04/21/14	05/21/14	Apr 2014	1102577	425.00	425.00	0.00
INV101369	07/18/14	08/17/14	Jul 2014	1103483	2,606.50	2,606.50	0.00
INV101457	07/16/14	08/15/14	Jul 2014	1103513	448.00	448.00	0.00

Discount Date: 05/01/14      Discount Amount: 8.50

6. Click on the Invoice to be paid then click the Pay button.

7. If the Invoice will be paid in full, select the OK button. To short pay the invoice, click into the Pay Amount field of the selected invoice and enter the amount to be paid.



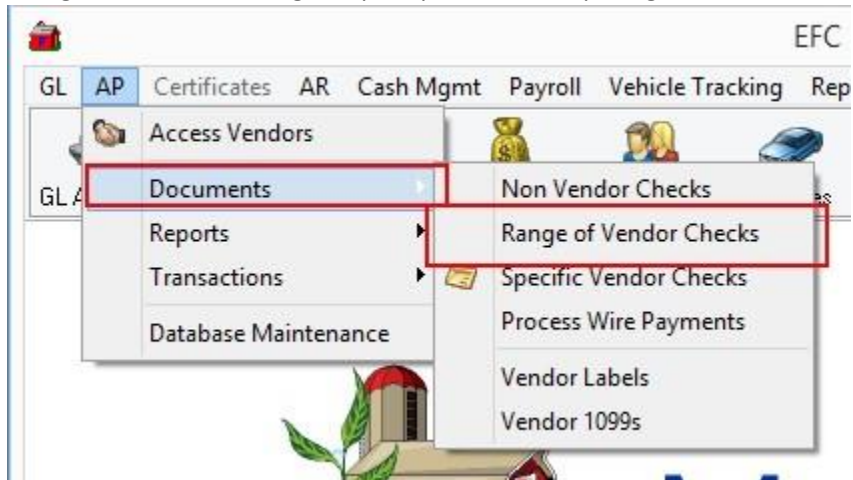
Invoices selected for payment will have a yellow background in the Invoices grid.

**8.** Select either Test Print to view the layout of the Check or select Print to generate the check.

# How to Create AP Range of Vendor Checks

Utilize Range of Vendor checks to streamline payments to AP Vendors by selecting multiple vendors and capturing and paying all invoices due.

Navigate to Merchant Ag FIN | AP | Documents | Range of Vendor Checks.



Follow the steps to pay AP Vendors with Range of Vendor Checks.

**AP Range of Vendor Checks**

Printer Setup | Margins | Signature | ☐ Sign Checks | ? Help

Vendor Type:   
 Account: 10104011 ...  
 Check Number: 0  
 Stockholder Type: Non-Stockholder  
 Payment Type: Checks

Output Type: Proof Report  
 Printing Order: Vendor ID  
 Check Date: 07/24/14  
 Invoice Due Date: 07/24/14  
 Discount Cutoff Date: 07/25/14

Produce Paper Copy ☒  
 Override ACH Flag ☐

**Vendor Range**  
☒ All Vendors  
 From: 1800 ...  
 To: 5083 ...

**Current Balance Range**  
☐ All Current Balances  
 From: 0000015000.00  
 To: 999999999.00

**Site Selection**

- ☒ 0000 - Super Location 1
- ☒ 002 - Nashville South
- ☒ 1 - LaVergne
- ☒ 112 - Nashville East
- ☒ 2 - Smyrna
- ☒ 6 - Frog Pond
- ☒ 6510 - 45601651test
- ☒ 7 - Crops Warehouse
- ☒ D0 - Direct Orders
- ☒ KYD0 - Kentucky Direct Orders

Total Cost:      Number of Forms:

Calculate | Vendors | Print | Preview | Test Print | Close

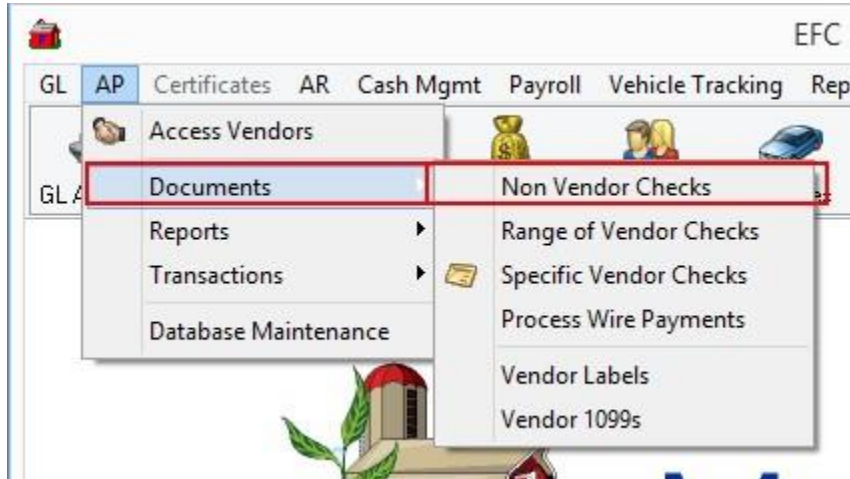
1. Indicates the Bank account the checks will be written against which also defaults to next available check number for the bank account selected. Click Search to select a different bank account.
2. Select the Output Type • Proof Report- Begin all Range of Vendor checks by selecting Proof Report to view the Vendors and amounts that will be paid. • Checks- Select Checks when ready to print actual checks.
3. Select the Printing Order of either • Vendor ID • Vendor Name
4. Choose the Check Date which defaults to the current date. Select the drop down calendar to choose an alternate date.

5. The Invoice Due Date defaults to the current date and will include Invoices due on or before this date in the checks printed.
6. Select the Discount Cut Off date for the checks.
7. All Vendors will be included or set a Vendor range.
8. Create a range of vendor checks by the current account balance by selecting a range by entering an amount in the **From** and **To** field. All Current Balances is selected by default.
9. Click the Calculate button to calculate the total number and amount of checks to be created based on the information supplied.
10. Active after Calculate has been selected, click the Vendors button after viewing the Proof Report to select the Vendors to exclude from this check run.
11. Select Preview to view the Proof report onscreen.
12. Select Print to send your Proof report directly to the default printer. When the Output Type is set to Checks, this will Print the checks.

# How to Create Non Vendor Checks

This function should be used when writing checks for one time Vendors.

Navigate to Merchant Ag FIN | AP | Documents | Non Vendor Checks.



Follow the steps to create a Non Vendor Check.

A screenshot of the 'AP Non Vendor Checks' form. The form has a title bar 'AP Non Vendor Checks' and a toolbar with 'Printer Setup', 'Margins', 'Signature', 'Sign Checks', and 'Help'. The 'Payable To' field is empty. The 'Account' field contains '10104011'. The 'Check Number' field contains '80826'. The 'Date' field contains '07/24/14'. The 'Period' field contains 'Jul 2014'. The 'Description' field is empty. The 'Amount' field contains '0.00'. Below these fields is a table titled 'Check Stub Items' with columns 'Date', 'Invoice / Description', and 'Amount'. The table is empty. At the bottom of the form are buttons for 'Print', 'Test Print', and 'Close'.

1. In the Payable To field, enter the Name and address of who the check will be issued.

2. The Account field displays the bank account the check will be written against. Select Search to select an alternate bank account.
3. The Date field defaults to the current date. Select the drop down calender to select an alternate check date.
4. Enter a check description of the transaction in this thirty character alpha-numeric field.
5. In the Check Stub Items grid, enter the date, description and amount of the transaction.
6. Select Print which presents the GL Distribution window.

The screenshot shows the 'GL Distribution' window with the following details:

- Date:** 07/25/2014
- Module:** AP
- TTR:** 1103544
- Period:** July 2014
- Type:** CH

Account	Reference	Description	Debit	Credit
10104011	Check 80832	- Robert Cratchet	0.00	525.00
84420011	Check 80832	- Robert Cratchet	525.00	0.00

**Entry Totals:** 525.00    525.00

**Amount Needed to Balance:**

**Acct Name:** Miscellaneous Expense    La Vergne Main Store

Buttons:

7. Supply the applicable accounts to be debited by the transaction and
8. Select Post which generates the check.