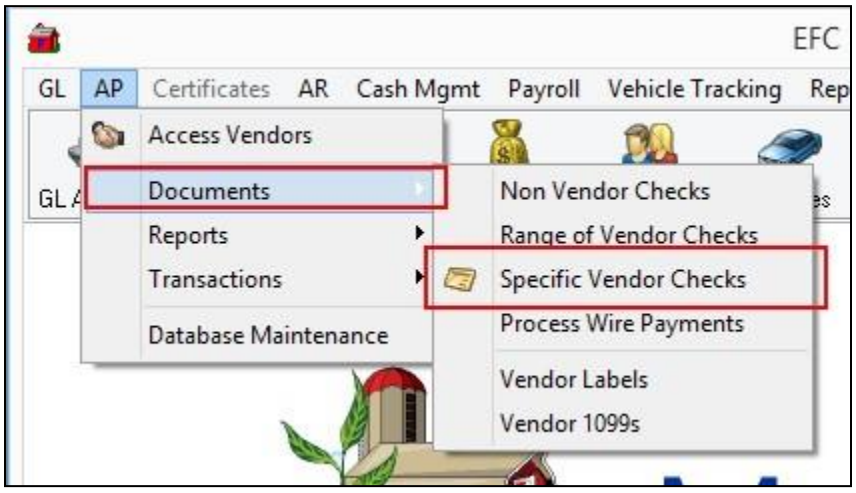
Create AP Checks

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.



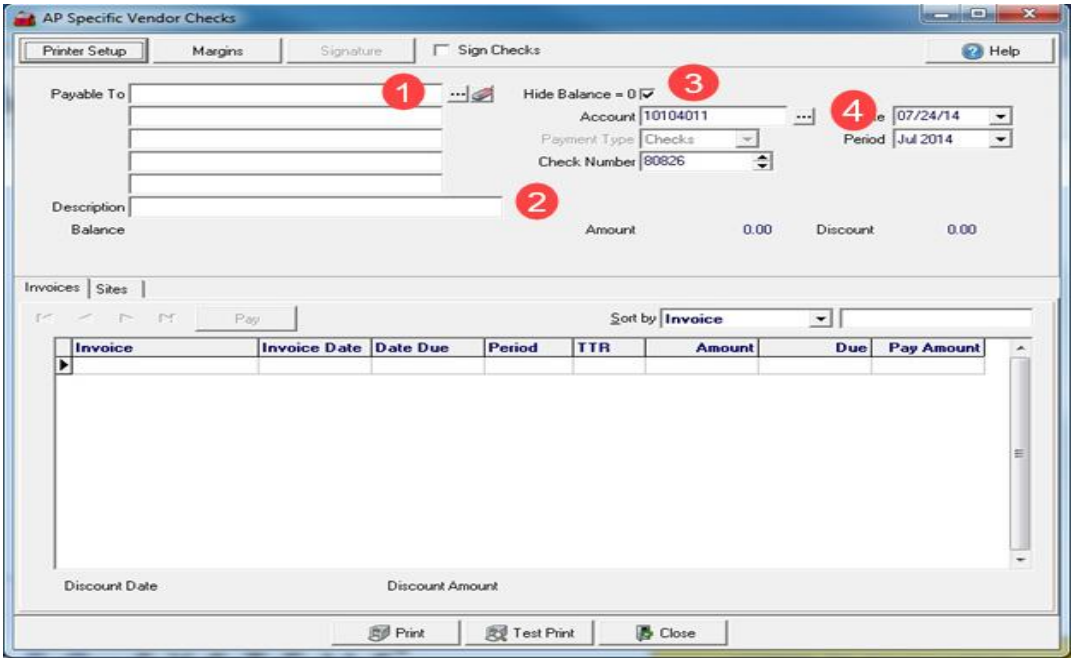
Follow the steps to create a Specific Vendor Check.

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.

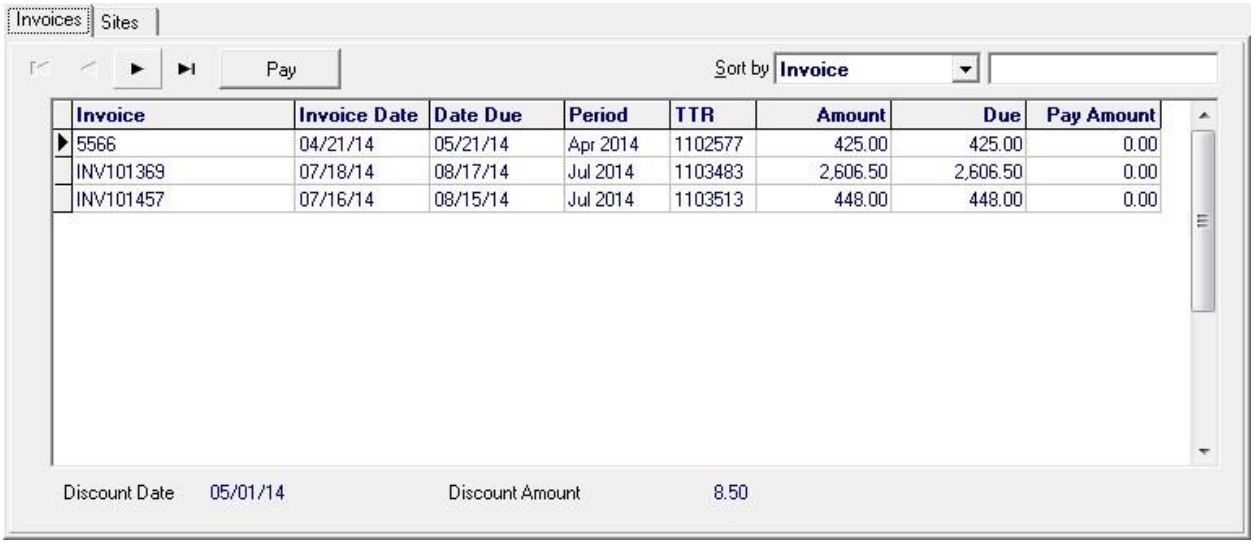
3. Select Hide Balance =0 to hide AP Vendors with a zero balance from the Search screen.

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.



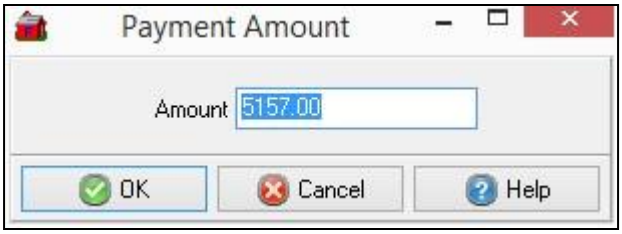
5. The Date for the check defaults to the current date. Select an alternate date from the drop down calendar.

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



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.



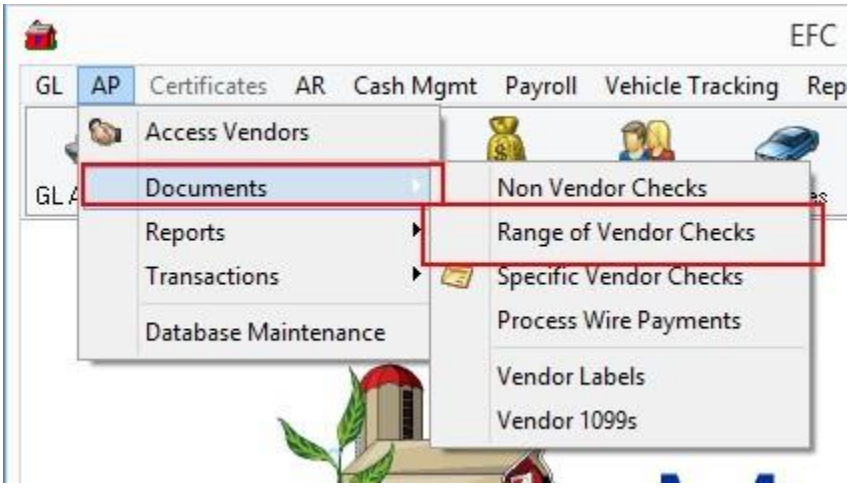
Invoices selected for payment will have a yellow background in the Invoices grid.

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

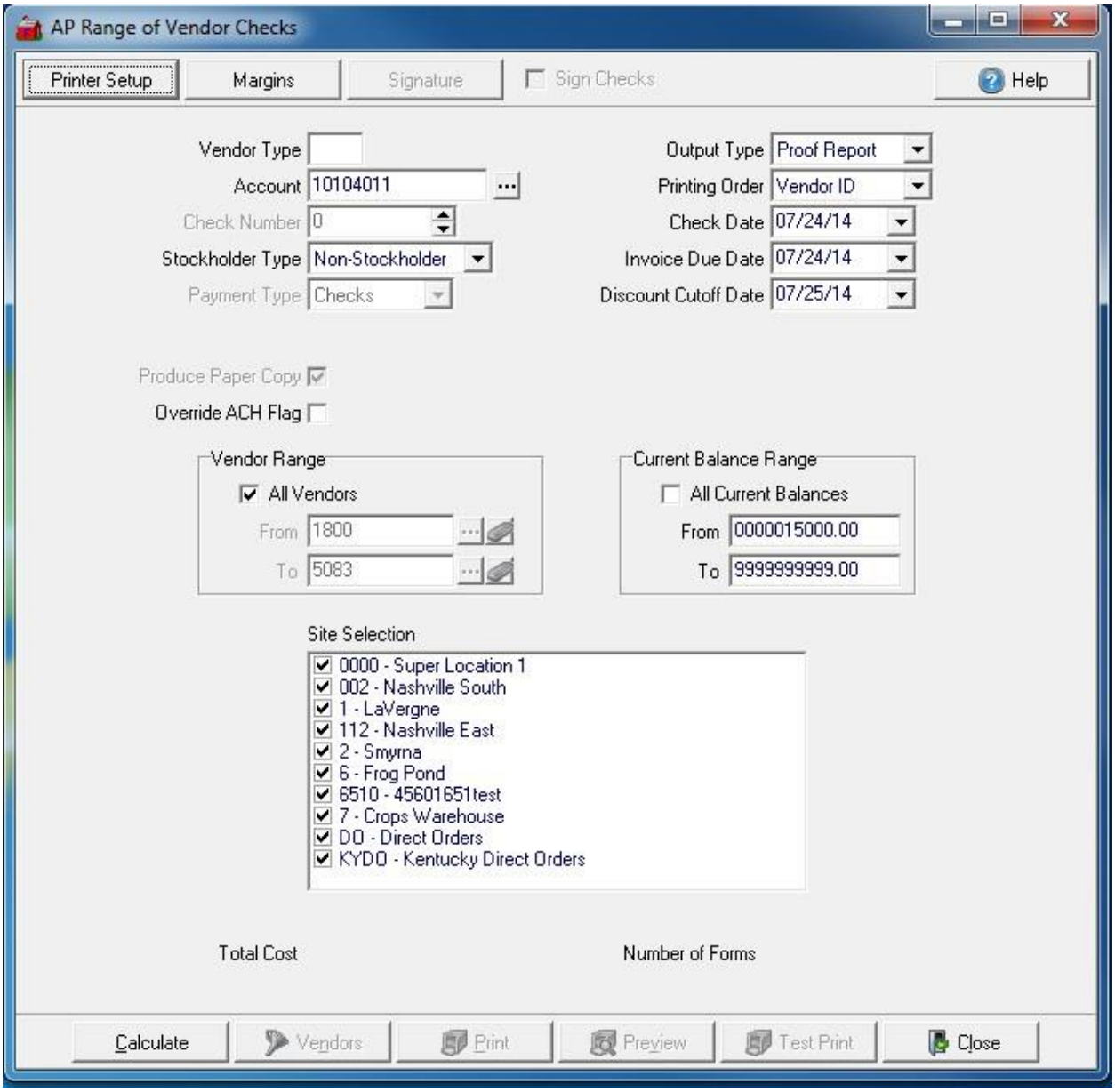
How to Create AP Range of Vendor Checks

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.



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.

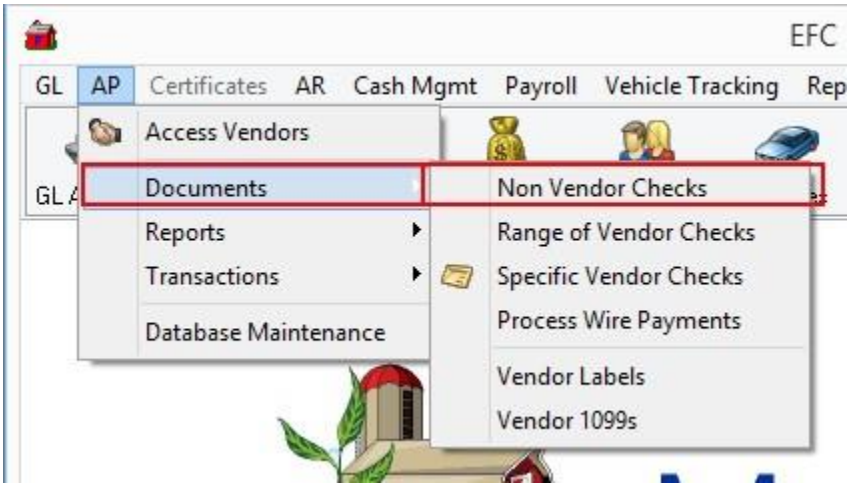
11. Select Preview to view the Proof report onscreen.

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.

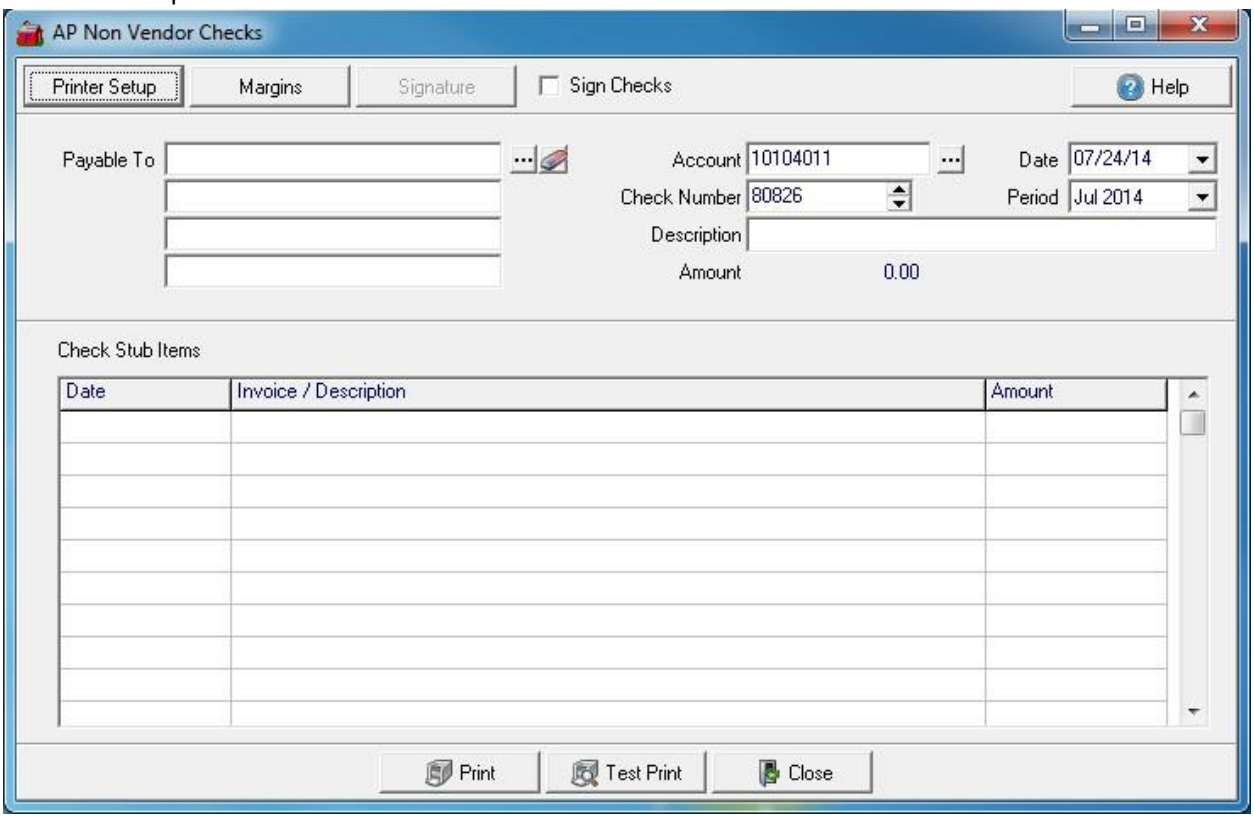
How to Create Non Vendor Checks

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.



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

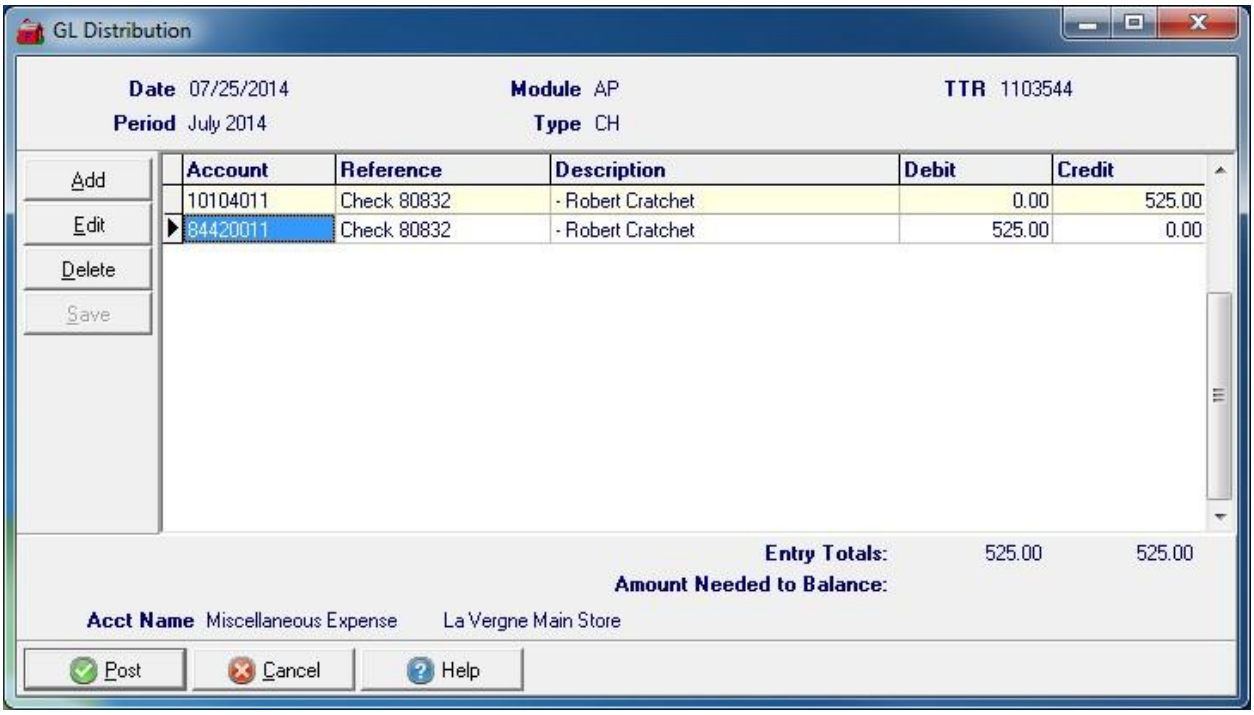
2. The Account field displays the bank account the check will be written against. Select Search to select an alternate bank account.

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.



7. Supply the applicable accounts to be debited by the transaction and

8. Select Post which generates the check.