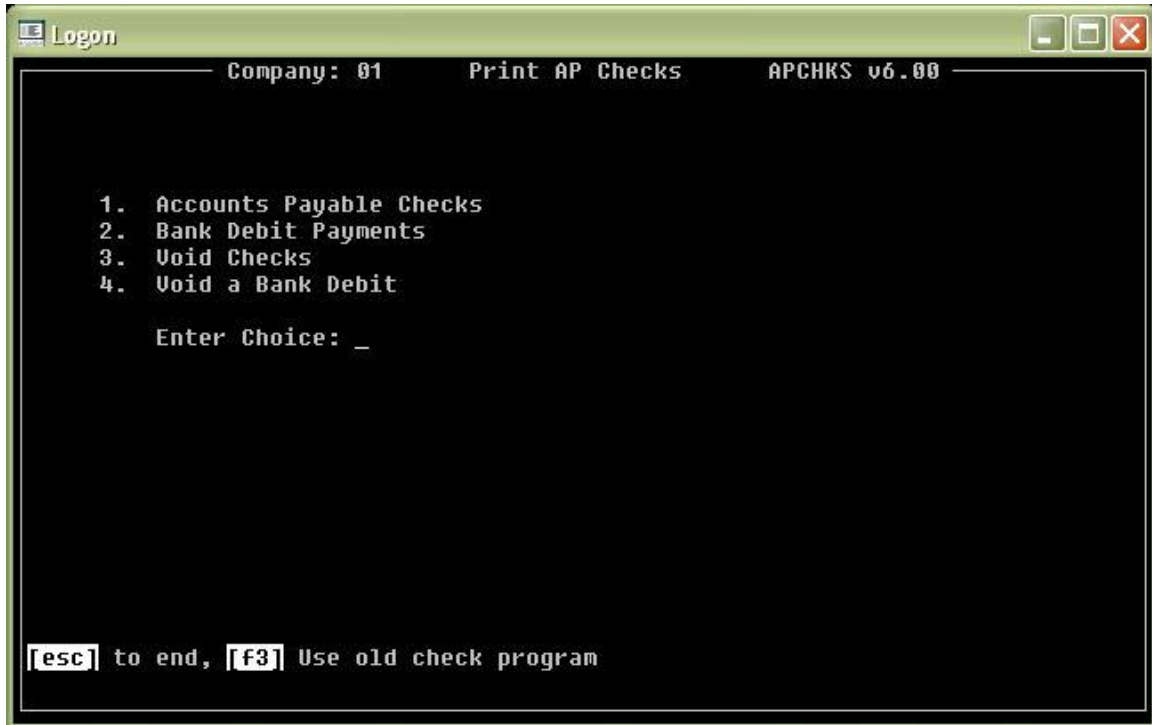


New Accounts Payable Check writing module:

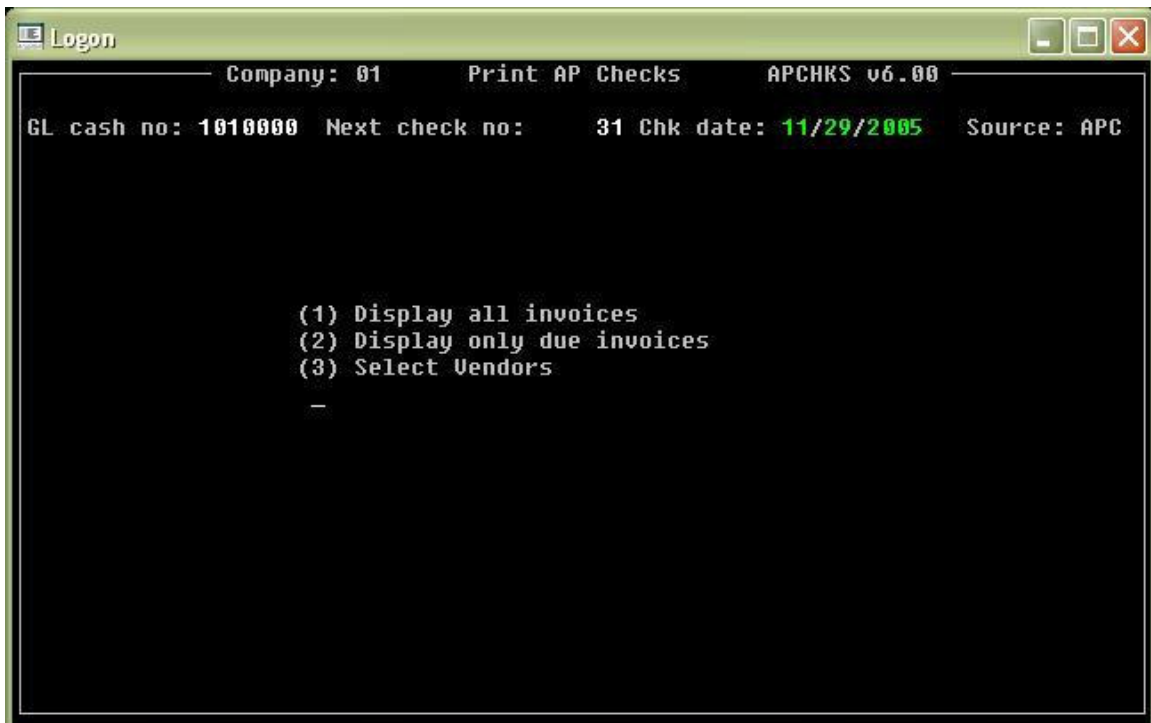
This is the new and updated check printing module for accounts payable. This new module makes it easier to pay invoices and create checks. You will see the following screen:



Choose option #1 from the menu, you will see the following screen:



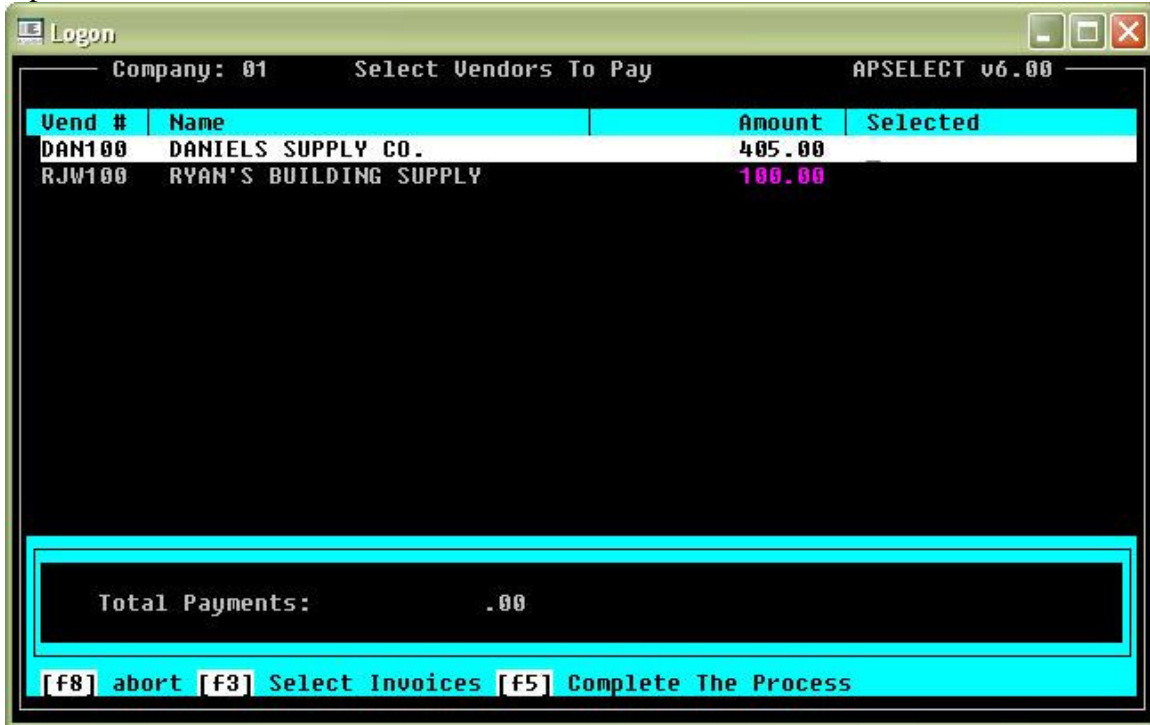
1st you will need to enter in your GL cash no: 1010000. The next field is the Next check no: this is automatically updated thru the computer and will automatically show you the next available check number. Chk date: This is the date that the check was written. The computer will by default pull in the current date. You can change the date if would like to. You will see the following screen:



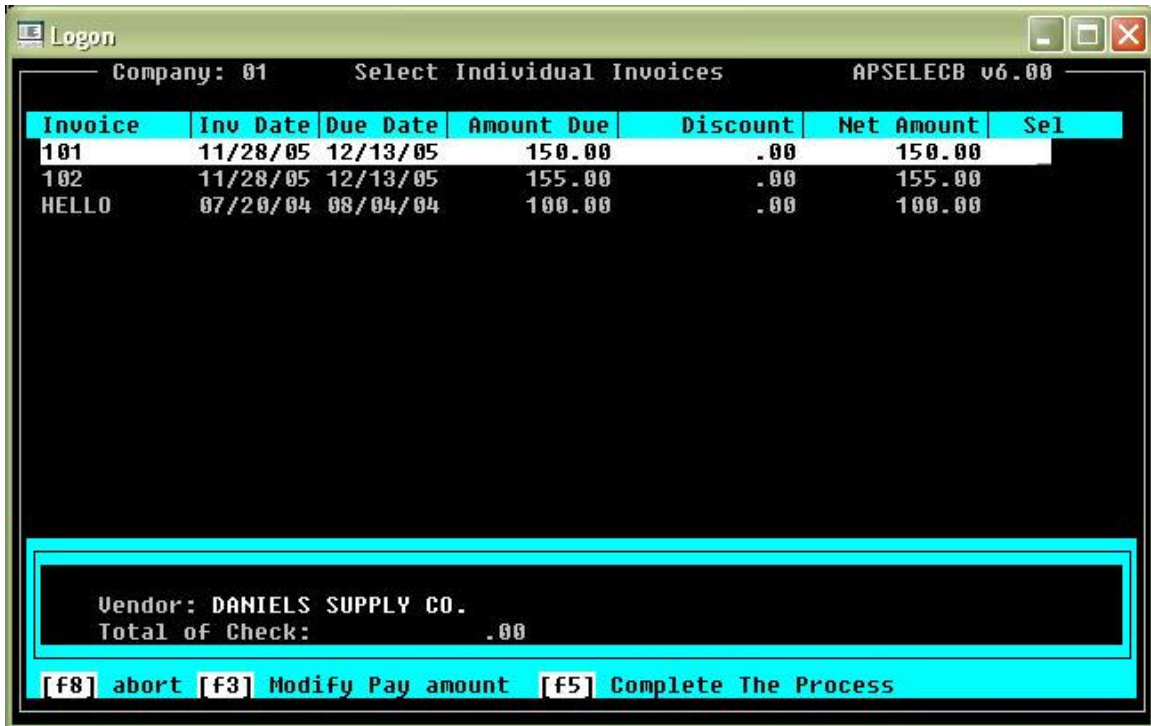
At this point you have 3 options to choose from:

- (1) Display all invoices
- (2) Display only due invoices
- (3) Select Vendors

Option #3:



This option will display all vendors that you have open invoices with. At this point the computer will not list individual invoices for each vendor. If you would like to see a listing of individual invoices for this vendor, press [f3] select invoices, you will see the following screen:



This function will allow you to look at each individual invoice for that vendor. (If you have not entered any invoices they will not appear.) You can use the arrow keys to scroll up and down thru all your open invoices. At this point you can use any key (except for the space bar) to mark which invoices you would like to pay. If you would like to unselect any selected items, use the space bar. If you press [f5] it will complete the process and create a check for the invoices that you selected, you will see the following screen:

Logon Company: 01 Select Vendors To Pay APSELECT v6.00

Vend #	Name	Amount	Selected
DAN100	DANIELS SUPPLY CO.	305.00	X
RJW100	RYAN'S BUILDING SUPPLY	100.00	

Total Payments: 305.00

[F8] abort [F3] Select Invoices [F5] Complete The Process

If you press [f8] it will abort what you are doing and take you back to the previous screen, and will NOT process any payments. At this point you will be back to the "Select Vendors to Pay" screen. At this point you can select any other vendors you want to pay and press [f5] to complete the process. When you press [f5], it will create a check file, and you will see the following screen:

Logon Company: 01 Print AP Checks APCHKS v6.00

GL cash no: 1010000 Next check no: 32 Chk date: 11/29/2005 Source: APC

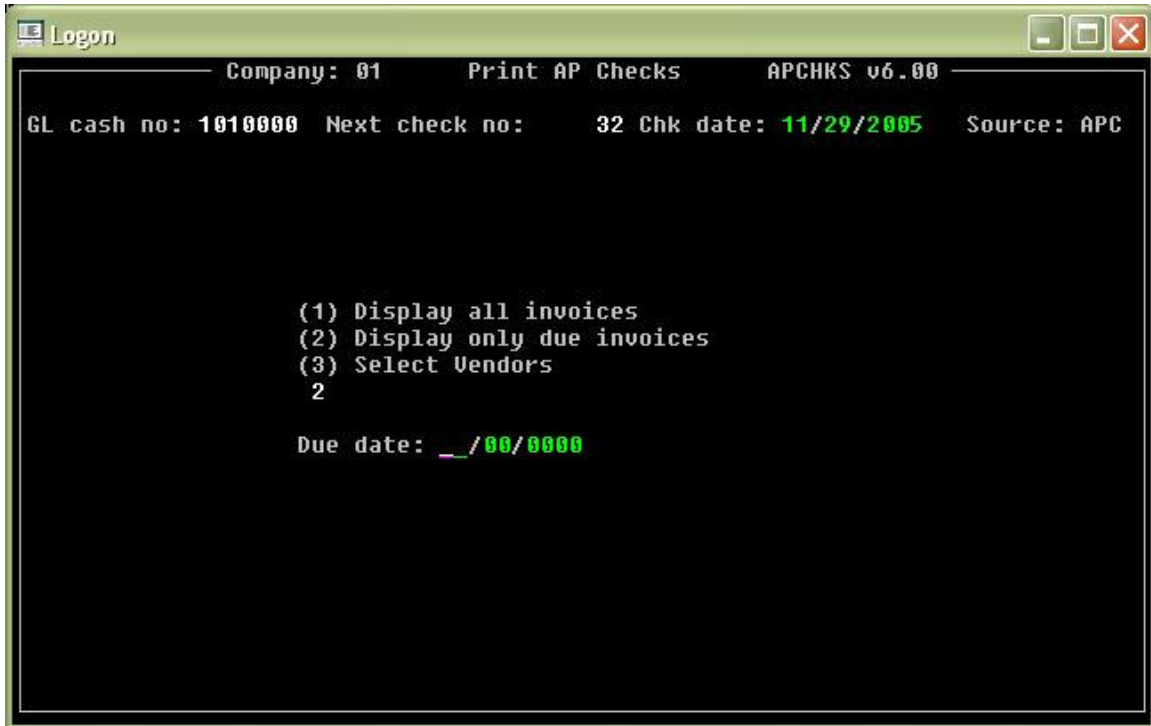
(1) Display all invoices
 (2) Display only due invoices
 (3) Select Vendors
 1

Processing vendor: RJW100

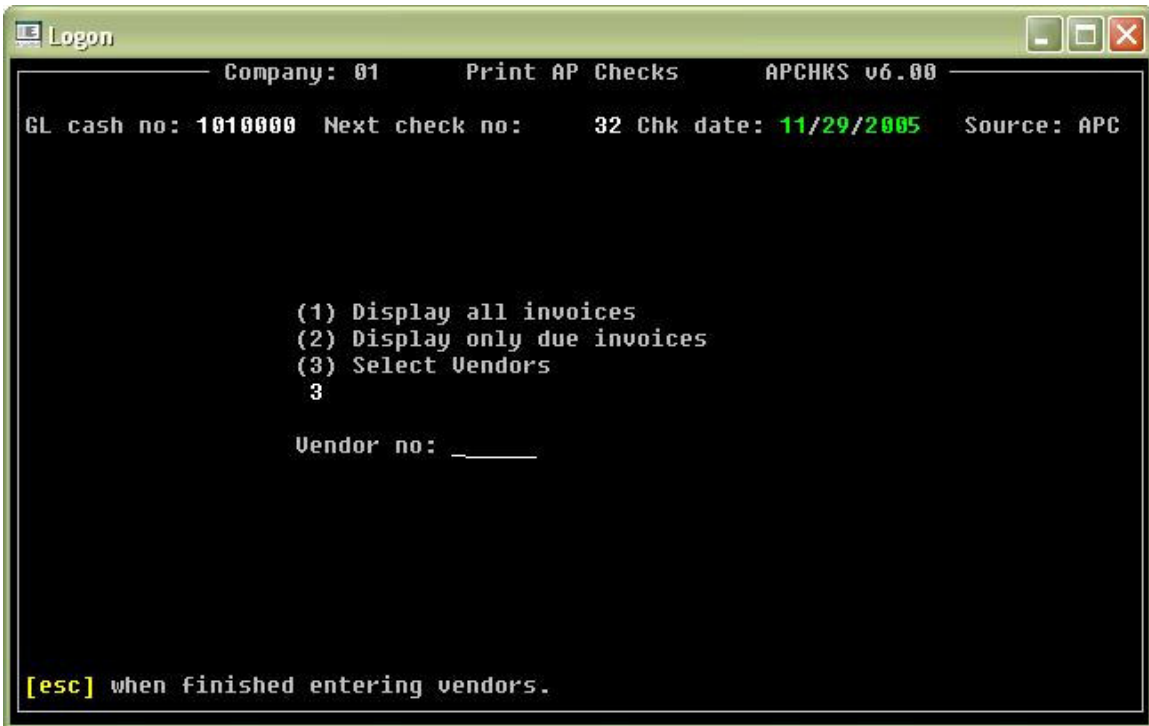
All thru! Your report is: 01APCK5092.AP
 [F1] Print Now [F2] View, Any other key to exit _

This file can then be printed by pressing the [f1] Print now function. If you do not wish to print at this time, you can escape to the main menu. You will be able to go into the print q later and print your checks from there.

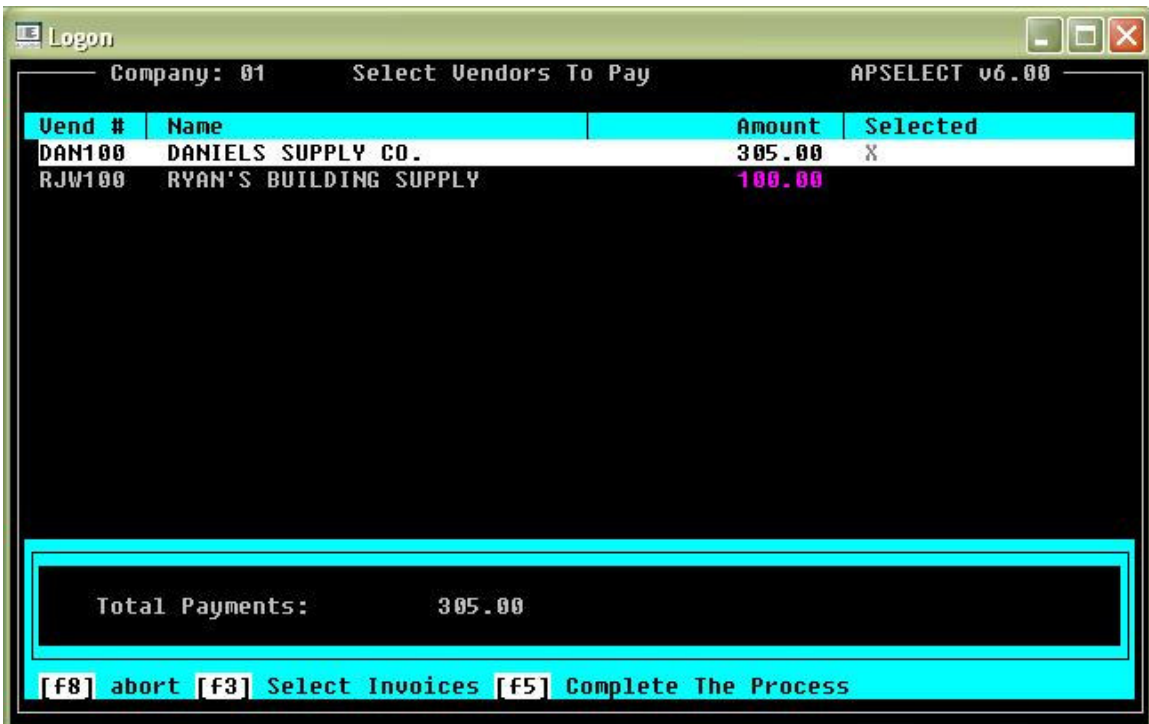
Option #2: This option is the same as Option #1 except the computer will only display vendors and invoices that are due by the date that you put in, you will see the following screen:



Option #3: This option will allow you to specify what vendors you want to pay. Chose Option #3 and you will see the following screen:



Once you put a vendor in and press enter the field will be blank again. You can continue putting in as many vendors as you would like to. Once you are done, press [esc] and you will be taken to the following screen:

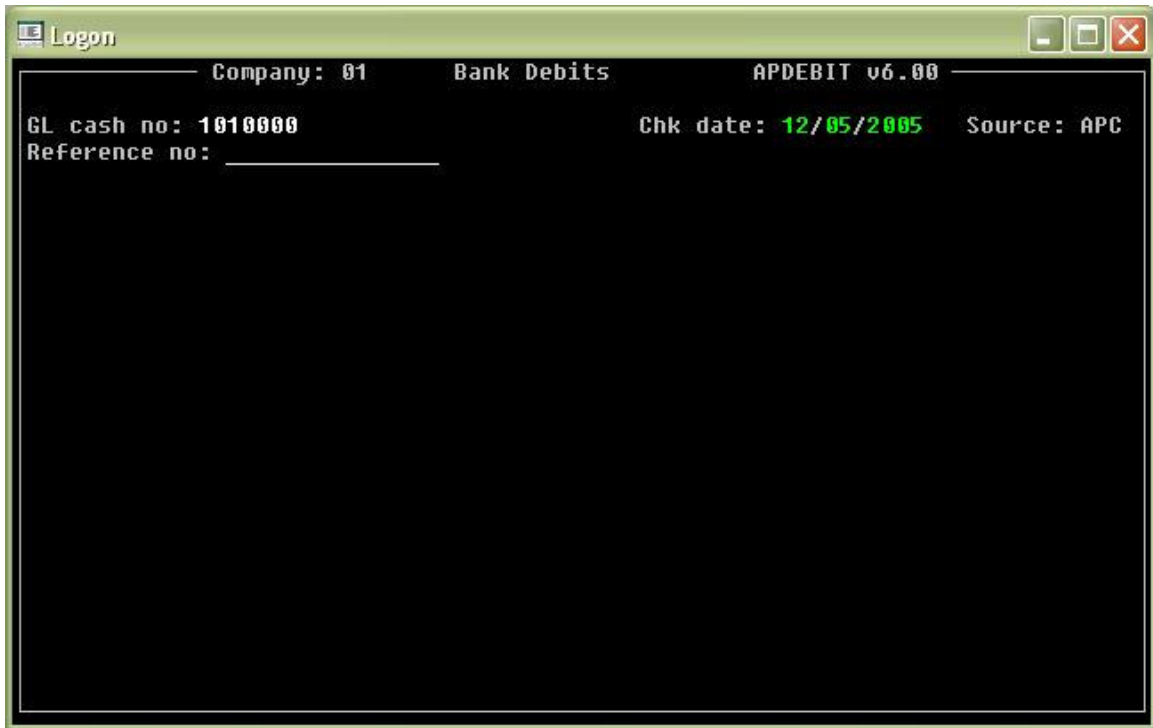


You will see the list of vendors that you entered in. At this point it is the same as the other screens you can select which ones to pay etc.

Other functions in the Accounts Payable Check: choose option #2 Bank Debit Payments and you will see the following screen:



Type in your GL cash account # and date you will then be prompted to enter in a reference number. This can be whatever you want it to be. Example would be the date of the debit or a reference number that was given with the debit.



You will be prompted to enter in a vendor 6 digit code. Enter it. You will see a screen just like the check writing program. The only difference is that this will not create a check. It will create the necessary journal entries to make it correct.

Options #3 & 4 will allow you to void a check or a bank debit. The void program has not changed so it should look familiar. #4 is the same as #3 except you will be able to void debit entries