

ZORTEC
ACCOUNTS
PAYABLE
CHECK PROCESS



Introduction

Use the Check Process section to select an invoice for payment and process the check. Under normal conditions, run the following six options (in this order) to process the invoices:

1. Select Invoices option
2. Selected Invoice Report option
3. Invoice Distribution Report option
4. Print Checks option
5. Check Register option
6. Update Invoices option

Running these options individually gives the user the option of reviewing the data on the report for accuracy. In some cases, a supervisor may even want to sign off on the report once it has been reviewed. Once the data has been checked, the remaining options will be run.

Step 1 - SELECT INVOICES

Use the Select Invoices option to actually tell the system which invoices to prepare for payment.

Step A

From the Accounts Payable Main Menu, select option 6 '**Check Process**' and press the enter key. Once in the Check Process Menu select option 2 'Select Invoices' and press the enter key.

The Select Invoices for Payment screen will appear with the cursor on the 'Division to Process' field. The screen is divided into three segments.

Step B -The first portion contains general information.

1. Enter the division that contains the invoices that you want to process in the '**Division to Process**' field. Press the enter key if needed to advance to the next field.
2. Enter the fiscal year (i.e.2005) that contains the invoices that you want to process in the '**Year to Process**' field. Press the enter key if needed to advance to the next field
3. Enter any user-defined alphanumeric name that you want to use to call the invoices that you are going to process in the '**Selected Invoice file name**' field. Press the enter key if needed to advance to the next field. The message "**Selected Invoice File Already Exists**" will appear if you enter in the name of a file that has already been selected.
4. Enter the date (MMDDYYYY) that you want to appear on the check in the '**Date on Checks**' field. Press the enter key if needed to advance to the next field. The message "**Warning: [Check Date is prior to today - OK?]**" will appear if the date is before today's date. Enter "Y" and press the enter key to continue. Enter "N" to return to the field and enter a different date.
5. Enter the date that your organization must pay by in order to receive the discount in the 'Discount Date' field. Press the enter key if needed to advance to the next field

Step C - The Criteria portion of the screen

This screen contains how the system will select (and allow you to select) the invoices for processing. You can only select one of these criteria.

1. Enter "X" in the '**Process all Invoices**' field if you want the system to use the criteria that you determine in the Functions portion of the screen to find all of the desired invoices and automatically begin the process.
2. Enter "X" in the '**Process on Individual Choice**' field if you want the system to use the criteria that you determine in the Functions portion of the screen to find all of the desired invoices and build a list on an additional screen. The Select Individual Invoices screen will appear with the cursor on the '**Select**' field.
 - a. Enter "N" not to select a specific invoice.
 - b. Enter "Y" to select the invoice. The cursor will advance to the next field. After you enter "Y" or "N" in the last field, the screen will clear.

The Functions portion of the screen contains the specific criteria that you will use to select the desired invoices. You can enter an "X" by more than just one field.

3. Enter "X" in the **'Process invoices entered by XXXXX'** field if you want to limit what the system will process to those invoices entered by YOU. The "XXXXX" portion of the field will actually contain your user name! Leave the field blank and press the enter key not to limit the invoices.
4. Enter "X" in the **'Process Recurring Invoices'** field if you want to limit what the system will process to recurring invoices. If your organization will be paying the same vendor the same fee each month over and over again, then it is set up as a recurring invoice. The cursor will advance to the second part of the field.
 - a. Enter "I" to include the recurring invoices.
 - b. Enter "O" to ONLY include the recurring invoices. The cursor will advance to the next field. Leave the field blank and press the enter key to advance to the next field NOT to limit the invoices.
5. Enter "X" in the **'Process invoices with due dates thru'** field to limit what the system will process to those invoices with a due date that is thru a particular date. The cursor will advance to the second part of the field. Enter the date (MMDDYYYY) that you want to be the last date in the range of dates to be processed. Press the enter key if needed to advance to the next field. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.
6. Enter "X" in the **'Process invoices with discount dates thru'** field to limit what the system will process to those invoices with a discount date that is thru a particular date. The cursor will advance to the second part of the field. Enter the date (MMDDYYYY) that you want to be the last discount date in the range of dates to be processed. Press the enter key if needed to advance to the next field. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.
7. Enter "X" in the **'Process invoices older than () days'** field to limit what the system will process to those invoice that are over a certain number of days old. The cursor will advance to the second part of the field. Enter the number and press the enter key.
8. Enter "X" in the **'Process invoices for Vendor Number'** field to limit what the system will process to those invoices belonging to a particular vendor. The cursor will advance to the second set of parenthesis.
 - a. Enter the merchant's identification number and press the enter key. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.
9. Enter "X" in the **'Process invoices with Selected Flag of'** field to limit what the system will process to those invoices with a specific flag. The cursor will advance to the second set of parenthesis. Enter the flag and press the enter key. This is the user- defined, alphanumeric code that was assigned to the invoice during the invoice creation process. Leave the field blank and press the enter key as needed to advance to the next field NOT to limit the invoices.

10. Enter "X" in the **'Process invoices for Selected Funds'** field to limit what the system will process to those invoices in a particular fund. Leave the field blank and press the enter key NOT to limit the invoices. If you entered "X", then the Functions portion of the screen will change with the cursor on the first blank field. This portion of the screen will now allow you to limit the invoices that get processed. You can limit the invoices that get processed to as few as one fund or to as many as those in 16 different funds. Enter the fund in the set of parenthesis. Press the enter key if needed to advance to the next set of parenthesis. The system will insert a description of the fund.

The Check Process Menu will reappear. Press the escape key as needed to return to the desired menu.

Step 2 - SELECTED INVOICE REPORT

Use the Selected Invoice Report option to print a report of those invoices selected for processing and payment. In many cases, running this report may be a prerequisite to actually cutting the checks. This will give your organization the chance to review the invoices before completing the process.

The Selected Invoice Report contains one line of headings, listing the merchant's identification number, a user-defined description of the vendor, the invoice number, the date and period, the voucher number, the purchase order number, the invoice amount, the discount amount, the net amount, and the liquidation amount.

The report will be in vendor number order. It will also include fund and grand totals.

Step 3 - INVOICE DISTRIBUTION REPORT

Use the Invoice Distribution Report option to print a report of how the invoice amounts will be distributed in the General Ledger system. In many cases, running this report may be a prerequisite to actually cutting the checks. This will give your organization the chance to review the invoices before continuing the process.

Step 4 - PRINT CHECKS

Use the Print Checks option to print both the actual check and a check stub. The stub will include a breakdown of the total amount. If the total amount represents only one transaction, then the stub will include only one entry. If the total amount represents numerous transactions, then each transaction will be listed on the stub.

Step A

From the Accounts Payable Main Menu, select option 6 **'Check Process'** and press the enter key. Once in the Check Process Menu select option 5 **'Print Checks'** and press the enter key. The Print Accounts Payable Checks screen will appear with the cursor on the 'File ID' field.

Step B

Enter the identification of the selected file that you want to print checks for in the `File ID' field. Press the enter key if needed to advance to the next field. If you do not know the file identification number, press the F5 key. A list of all files will appear. Select the desired file. The rest of the screen will appear with the cursor on the `Check Date' field.

- A Enter the date that you want printed on the check in the `Check Date' field. Press the enter key if needed to advance to the next field.
- B Enter the first check number in the range of numbers that you want to print in the `Starting Check Number' field. You cannot leave this field blank. If you do, the message "**Starting Check Number cannot be zero**" will appear. Press the enter key if needed to continue. The system will check to see if the check number(s) are currently in use for a different check. If so, the message "**Warning: Check Number "XX" already exists on the APHISTORY file! [ESC] to terminate**" will appear on the message line. Press the escape key to terminate the procedure and return to the Check Process Menu.
- C Select the desired printer to print the checks and confirm it twice. The `Working on Invoice' and `Working on Check' fields will briefly appear as the system gathers the data needed to print. The Check Process Menu will reappear. Press the escape key as needed to return to the desired menu.

Step 5 - CHECK REGISTER

Use the Check Register option to print a list of all checks issued for a particular file ID. The report will have one line of headings, listing the check number, the voucher number, and the merchant's vendor number, a user-defined description of the vendor, the check date, the check amount, and any ledger number distribution and/or remarks. The report will be in check number order, including the number of checks and a total dollar value for all checks.

Step 6 - UPDATE INVOICES

The Update Invoices option performs six tasks: flags paid invoices, flags complete purchase orders, creates ledger entries, flags distribution records, updates the vendor file, and reports all changes.

You MUST print checks before running this option. If you do not, the message "**Error: [Checks have not been printed - Process aborting!]**" will appear on the message line after you select the desired printer and confirmed it twice. This message appears because once this option is run; you can NEVER print the checks again. The invoices are gone. They are now a part of your organization's history.

How to Balance your Accounts Payable Accounts in General Ledger

You will run the outstanding invoice report after you have finished updating your accounts payable packets in general ledger and before you entered any more invoices or run checks. The amount on the outstanding invoice report should balance to all the account payable accounts in your general ledger. If not you are out of balance.