Pay an Invoice with a Manual Check

A check was written outside of Petro-Data to pay for an AP invoice(s). You will mark the invoice as Paid using the Enter Manual Checks menu option.

Step 1 *Accounts Payable, Enter Manual Checks*	
1. Enter the check date from the manual check. 2. The system will create a batch number based on this daee. 3. Enter the GL Link code. 4. Enter 'Y' if the data entered is correct.	Enter the default check date 01/01/2020 **1** Enter batch number 20200101 **2** Enter the AP link code for GL 1 **3** Is everything ok? (Y/N/P=Printer/Q=Quit) Y **4**

1. Enter the vendor.
2. Enter 'Y' if the vendor is correct.
3. Enter the invoice number. Use the F2 key to view a list of valid invoice numbers. Press Enter.
4. The invoice details will display.
5. At the bottom of this screen, the system will ask if this is the invoice you want to pay.
   a. Enter 'Y' if it's correct.
   b. Enter 'N' to choose a different invoice number.
   c. Enter 'S' to scan forward to the next record in case you have two records with the same invoice number.
6. Press Enter until you can enter the check number and check date.
7. Select option 'P' to post the manual check.
 	
Posting is complete. The invoice is now marked as 'Paid'.
	F2-Lookup
	
	Vendor. Q=Quit BRAND **1** Company Brand Fuels Ok? Y **2**
	Ln Balance AprAmt Disc Amt CrCard AdjAmt Chk No. Ck Date Ok?(YNG)
	 1 Inv #
		3 PurDate / / Priority PurAmt 0.00 -
		Y 0.00 0.00 0.00 0.00 0.00 0 Y
		
		Vendor. Q=Quit BRAND Company Brand Fuels Ok? Y
		Ln Balance AprAmt Disc Amt CrCard AdjAmt Chk No. Ck Date Ok?(YNG)
		 1 Inv # JIM **4** PurDate 07/25/2019 Priority 2 PurAmt 200.00 10200-100
		Y **5** 200.00 200.00 0.00 0.00 0.00 0 Y
		
		   OK? Y=Yes N=Reenter S-Skip to Next One **5**
		
		Vendor. Q=Quit BRAND Company Brand Fuels Ok? Y
		Ln Balance AprAmt Disc Amt CrCard AdjAmt Chk No. Ck Date Ok?(YNG)
		 1 Inv # JIM PurDate 07/25/2019 Priority 2 PurAmt 200.00 10200-100
		Y 200.00 200.00 0.00 0.00 0.00 **6** 999 01/01/2020 Y
		
		Vendor. Q=Quit BRAND Company Brand Fuels Ok? Y
		Ln Balance AprAmt Disc Amt CrCard AdjAmt Chk No. Ck Date Ok?(YNG)
		 1 Inv # JIM PurDate 07/25/2019 Priority 2 PurAmt 200.00 10200-100
		Y 200.00 200.00 0.00 0.00 0.00 999 01/01/2020 Y
		
		Enter line # to change A=Add line N=Next Page
		S=Summary by Check D=Delete/Cancel P=Post Q=Quit
			7
			                Check totals 200.00