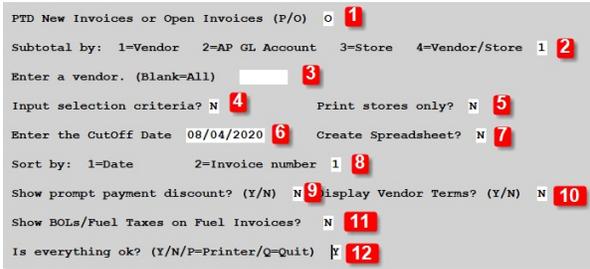# Print AP Checks

Process
- Print an Invoice Status Report (Optional step)
- Approve Invoices
- Print Approved Invoices Report
- Print Checks

Step 1 - Print Invoice Status Report *Accounts Payable, Reports Menu, Invoice Status Report* This is an optional step. Use this report to review the unpaid invoices and determine which ones should be approved.	
1. Select 'O' to print only Open Invoices. 2. Choose an option for unpaid invoice subtotals. 3. Select one vendor or leave this blank to print all vendors. 4. Enter 'Y' to choose additional criteria for this report. 5. If you own C-Stores, you can choose to print only these stores. 6. Enter or confirm the invoice cut-off date. 7. Enter 'Y' to create an excel worksheet of this report. 8. Choose how you want to sort the data on the report. 9. Enter 'Y' to show amy prompt payment discount amounts. Enter 'N' to skip this. 10. Enter 'Y' to show the vendor terms. 11. Enter 'N' to show the BOL number since you are not approving fuel invoices. 12. Enter 'Y' if the criteria entered is correct. Enter 'N' to change what you keyed.	PTD New Invoices or Open Invoices (P/O) O **1** Subtotal by: 1=Vendor 2=AP GL Account 3=Store 4=Vendor/Store 1 **2** Enter a vendor. (Blank=All)　　　　 **3** Input selection criteria? N **4**　　　Print stores only? N **5** Enter the CutOff Date 08/04/2020 **6**　 Create Spreadsheet? N **7** Sort by: 1=Date　　2=Invoice number 1 **8** Show prompt payment discount? (Y/N) N **9** Display Vendor Terms? (Y/N) N **10** Show BOLs/Fuel Taxes on Fuel Invoices? N **11** Is everything ok? (Y/N/P=Printer/Q=Quit) Y **12**
Review the report of all unpaid invoices. Use this as your guide to choose what invoices you want to include in your check print.	

Sample Report:

This report shows subtotals by vendor of all open invoices.

A grand total of all open invoices is printed a the bottom.

```
Date: 08/04/2020              Petro-Data Inc.                      Page No.
Time: 10:40:24         Accounts Payable Status Report 08/04/2020       1
                       Open Invoices - Cut off date 08/04/2020


Invoice  Invoice  Invoice  Due      Py    Invoice   Previous  Discount  Adjustmt  Open
Number   Ref.     Date     Date     Pr    Amount    Payment   Taken     Taken     Balance

20181228 1228     12/29/18 01/27/19 2      100.00     0.00     0.00      0.00      100.00
ACME1             06/01/20 06/02/20 M        5.00     0.00     0.00      0.00        5.00

Subtotals:ACME   Acme Grocers              105.00     0.00     0.00      0.00      105.00

RECURR01 RENT     10/17/98 10/17/98 2      100.00     0.00     0.00      0.00      100.00
RECURR02 RENT     11/17/98 11/17/98 2      100.00     0.00     0.00      0.00      100.00
RECURR03 RENT     12/17/98 12/17/98 2      100.00     0.00     0.00      0.00      100.00
RECURR04 RENT     01/17/99 01/17/99 2      100.00     0.00     0.00      0.00      100.00
RECURR05 RENT     02/17/99 02/17/99 2      100.00     0.00     0.00      0.00      100.00
```

```
981211   REPAIR   08/10/11 09/09/11 2     1000.00     0.00     0.00      0.00     1000.00
         TRUCK    Truck Repair Specialists

912      FUEL     02/21/03 03/02/03 M    11882.90     0.00     0.00      0.00    11882.90
         UBRAND   Unbranded Oil Company


Grand Totals     Total Purchases    2896928.80  Total Paid      10900.00
                 Total Discounts       2455.80  Total Adj.       -195.00

                 Total Open AP       2883768.00
```

Step 2 - Approve Invoices
Accounts Payable, Approve for Payment

Only Priority **'2'** and higher need to be approved in this option.

Priority **'1'** invoices are automatically approved when you enter them.
Priority **'M'** invoices that came from purchasing and are to be paid by EFT and do not need to be approved.

1. Select the vendors whose invoices should be approved. Leave this blank to review all vendors.
2. Select the option to use for selecting invoices for approval.
3. If you chose approval by Due Date, enter the due date for the criteria. This field will be skipped if you did not choose Due Date.
4. If you chose approval by Priority, enter the lowest priority for the criteria. This field will be skipped if you did not choose Priority.
5. Choose 'N' for Priority 'M'.
6. If you want to select the invoices for approval, choose 'N' for Automatic Approval. If you want to automatically approve all invoices in this selection, enter 'Y'.
7. Enter 'Y' to un-approve all invoices that met a previous approval selection. Otherwise, leave this as 'N'.
8. If you are working with a budget and wish to keep track of it as you approve invoices, enter the budget amount here. Otherwise, leave it 0.00.
9. Leave this field blank unless Petro-Data has instructed you otherwise.
10. Enter 'Y' if the selection criteria is correct. Enter 'N' to re-enter the criteria.

```
Enter vendor /  Blank=All  /  Q=Quit                          1
Approve by:  1=Due date    2=Disc Date   3=Priority   4=All   5=None 1  2
Enter cut off date for due date/discount  08/04/2020  3
Enter lowest priority to approve      4   Include priority M? (Y/N)  N   5
Automatically Approve all Invoices that meet the criteria? (Y/N)  N    6
Unapprove invoices that do not meet the criteria? (Y/N)  N   7
Enter an approved to pay budget (0=None)       0.00  8
Enter buyer code for particular invoices      9
Is everything ok? (Y/N/Q=Quit)  Y  10
```

A screen of all open invoices will display. Only 8 invoices are displayed on each screen os there may be multiple screens of unpaid invoices. Use functions Next Page & Prev Page to navigate through all screens.

1. As you approve each invoice, the amount approved for payment for each invoice will be displayed in the column 'AprPay'. If you chose the Auto-Approve option, the amount of the invoice to be paid will be automatically populated in this field.
2. A grand total of all approved invoices will display at the bottom of the screen in the field titled 'Approved to Pay'.
3. This field is used for all program functions: Approve by Line, Go To Next Page, Go To Previous Page, Save, etc...

Ln	DueDate	P	PurAmt	Balance	AprPay	AprDis	AprCrd.	Adj	Ok?
1 Inv No. 20181228 Vendor ACME					Acme Grocers				
01/27/2019	2		100.00	100.00	0.00	0.00	0.00	0.00	Y
2 Inv No. 190110 Vendor BRAND					Brand Fuels				
01/15/2019	8		5.00	5.00	0.00	0.00	0.00	0.00	Y
3 Inv No. RECURR04 Vendor BRAND					Branded Oil Company				
01/17/1999	2		100.00	100.00	0.00	0.00	0.00	0.00	Y
4 Inv No. 2322 Vendor BRAND					Branded Oil Company				
02/07/2003	2		1000.00	100.00	0.00	0.00	0.00	0.00	Y
5 Inv No. 81911 Vendor BRAND					Branded Oil Company				
02/07/2003	2		300.00	300.00	0.00	0.00	0.00	0.00	Y
6 Inv No. 52932A Vendor BRAND					Brand Fuels				
02/06/2019	8		250.00	250.00	0.00	0.00	0.00	0.00	Y
7 Inv No. 55 Vendor BRAND					Brand Fuels				
02/06/2019	8		20.00	20.00	0.00	0.00	0.00	0.00	Y
8 Inv No. RECURR05 Vendor BRAND					Branded Oil Company				
02/17/1999	2		100.00	100.00	0.00	0.00	0.00	0.00	Y

```
Enter line # to change          A=Add line        N=Next Page   P=Prev Page
R=Approved Report   M=Summary   D=Delete/Cancel   S=Save        Q=Quit
   Approved to Pay        0.00  Chk Total      0.00
```

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1. Enter the line number of the invoice to approve. Press Enter.
2. Choose the appropriate option from the list at the bottom of the screen.
   a. 'A' - Approve the invoice for payment
   b. 'U' - Unapprove a previously approved invoice.
   c. 'E' - Enter an amount to be paid. You can make a partial payment on an invoice.
   d. 'P' - Change the priority of an invoice.
   e. 'G' - Change the GL bank account number.

Ln	DueDate	P	PurAmt	Balance	AprPay	AprDis	AprCrd.	Adj	Ok?
1 Inv No. 20181228 Vendor ACME					Acme Grocers				
01/27/2019	2		100.00	100.00	0.00	0.00	0.00	0.00	Y
2 Inv No. 190110 Vendor BRAND					Brand Fuels				
01/15/2019	8		5.00	5.00	0.00	0.00	0.00	0.00	Y
3 Inv No. RECURR04 Vendor BRAND					Branded Oil Company				
01/17/1999	2		100.00	100.00	0.00	0.00	0.00	0.00	Y
4 Inv No. 2322 Vendor BRAND					Branded Oil Company				
02/07/2003	2		1000.00	100.00	0.00	0.00	0.00	0.00	Y
5 Inv No. 81911 Vendor BRAND					Branded Oil Company				
02/07/2003	2		300.00	300.00	0.00	0.00	0.00	0.00	Y
6 Inv No. 52932A Vendor BRAND					Brand Fuels				
02/06/2019	8		250.00	250.00	0.00	0.00	0.00	0.00	Y
7 Inv No. 55 Vendor BRAND					Brand Fuels				
02/06/2019	8		20.00	20.00	0.00	0.00	0.00	0.00	Y
8 Inv No. RECURR05 Vendor BRAND					Branded Oil Company				
02/17/1999	2		100.00	100.00	0.00	0.00	0.00	0.00	Y

```
Enter line # to change          A=Add line        N=Next Page   P=Prev Page
R=Approved Report   M=Summary   D=Delete/Cancel   S=Save        Q=Quit
   Approved to Pay        0.00  Chk Total      0.00
```

```
OK?  Y=Yes   A=Approve   U=Unapprove   E=Edit Line   P=Chg Priority  G-Chg GL
```

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1. As you approve invoices, the field 'AprPay' and 'AprDis' (Discount) will populate with the amounts approved.
2. A total of all invoices approved will display at the bottom.

Ln	DueDate	P	PurAmt	Balance	AprPay	AprDis	AprCrd.	Adj	Ok?
1 Inv No. 20181228 Vendor ACME					Acme Grocers				
01/27/2019	2		100.00	100.00	100.00	0.00	0.00	0.00	A
2 Inv No. 190110 Vendor BRAND					Brand Fuels				
01/15/2019	8		5.00	5.00	4.50	0.50	0.00	0.00	A
3 Inv No. RECURR04 Vendor BRAND					Branded Oil Company				
01/17/1999	2		100.00	100.00	0.00	0.00	0.00	0.00	Y
4 Inv No. 2322 Vendor BRAND					Branded Oil Company				
02/07/2003	2		1000.00	100.00	0.00	0.00	0.00	0.00	Y
5 Inv No. 81911 Vendor BRAND					Branded Oil Company				
02/07/2003	2		300.00	300.00	0.00	0.00	0.00	0.00	Y
6 Inv No. 52932A Vendor BRAND					Brand Fuels				
02/06/2019	8		250.00	250.00	0.00	0.00	0.00	0.00	Y
7 Inv No. 55 Vendor BRAND					Brand Fuels				
02/06/2019	8		20.00	20.00	0.00	0.00	0.00	0.00	Y
8 Inv No. RECURR05 Vendor BRAND					Branded Oil Company				
02/17/1999	2		100.00	100.00	0.00	0.00	0.00	0.00	Y

```
Enter line # to change          A=Add line        N=Next Page   P=Prev Page
R=Approved Report   M=Summary   D=Delete/Cancel   S=Save        Q=Quit
   Approved to Pay      105.00  Chk Total    104.50
```

Continue approving all invoices as needed. Remember to use page forward or backward using functions 'N' (Next Page) or 'P' (Previous Page).

1. When all invoices have been marked for Approval, enter 'S' to save your work.
2. Enter 'Y' to confirm saving your work.
3. Enter 'Y' to exit the approval program and print your checks. Enter 'N' to continue approval other invoices.

You will be returned to the opening screen for Invoice Approval. Enter 'Q' to quit and return to the AP menu.

Ln DueDate	P	PurAmt	Balance	AprPay	AprDis	AprCrd.	Adj	Ok?
1 Inv No. 20181228 Vendor ACME			Acme Grocers					
01/27/2019	2	100.00	100.00	100.00	0.00	0.00	0.00	A
2 Inv No. 190110 Vendor BRAND			Brand Fuels					
01/15/2019	8	5.00	5.00	4.50	0.50	0.00	0.00	A
3 Inv No. RECURR04 Vendor BRAND			Branded Oil Company					
01/17/1999	2	100.00	100.00	0.00	0.00	0.00	0.00	Y
4 Inv No. 2322 Vendor BRAND			Branded Oil Company					
02/07/2003	2	1000.00	100.00	0.00	0.00	0.00	0.00	Y
5 Inv No. 81911 Vendor BRAND			Branded Oil Company					
02/07/2003	2	300.00	300.00	0.00	0.00	0.00	0.00	Y
6 Inv No. 52932A Vendor BRAND			Brand Fuels					
02/06/2019	8	250.00	250.00	0.00	0.00	0.00	0.00	Y
7 Inv No. 55 Vendor BRAND			Brand Fuels					
02/06/2019	8	20.00	20.00	0.00	0.00	0.00	0.00	Y
8 Inv No. RECURR05 Vendor BRAND			Branded Oil Company					
02/17/1999	2	100.00	100.00	0.00	0.00	0.00	0.00	Y

```
Enter line # to change        A=Add line              N=Next Page    P=Prev Page
R=Approved Report   M=Summary    D=Delete/Cancel   S=Save          Q=Quit     [S]
   Approved to Pay      105.00  Chk Total      104.50
```
1

Save all the approved to pay in the master file? (Y/N) **2**

Do you want to quit the approve to pay program? (Y/N) **3**

Step 3 - Print Approved Invoices Report
Accounts Payable, Reports, Approve to Pay

Before printing checks, you should print a report of the invoices you just approved.

Review the report carefully. Make any appropriate changes to approved invoices as needed.

---

1. Leave vendor blank to check all vendors with approved invoices.
2. Select 'N' to print all approved invoices.
3. Leave this blank to print all priorities.
4. Select 'N' to print EFTs and priority 'M' invoices.
5. Enter 'Y' if the criteria entered is correct. Enter 'N' to change the criteria you keyed.

```
Enter vendor / Blank=All / Q=Quit          1

Enter cut off due date? N  2        / /

Enter priority to show (Blank=All)     3

Print EFTs and Priority M? (Y/N)  N    4

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y  5
```

<u>Sample Report:</u>

Review the report carefully. Return to the Approve to Pay menu if you need to change any of the approved amounts or invoices.

If the report is correct, you may print checks.

```
Date: 08/04/2020              Petro-Data Inc.                  Page No.
Time: 12:37:31           Approved to Pay Report 08/04/2020         1
                            Due Date 08/04/2020


Invoice  Due Date Pr  Pur Amt  Amt Paid  Apr Pay  Apr Dis  Apr Oth   New Bal  Chk Acct

20181228 01/27/19 2   100.00    0.00     100.00    0.00     0.00      0.00 10200-100
Subtot ACME  Acme Grocers                100.00    0.00     0.00

190110   01/15/19 8     5.00    0.00       4.50    0.50     0.00      0.00 10200-100
Subtot BRAND  Brand Fuels                  4.50    0.50     0.00

Totals   Amount to Pay    104.50  Discounts          0.50
         Crcrd & Adj        0.00  Total Paid       105.00
```
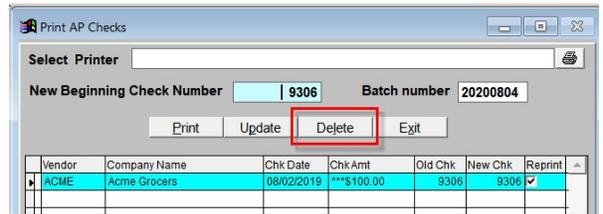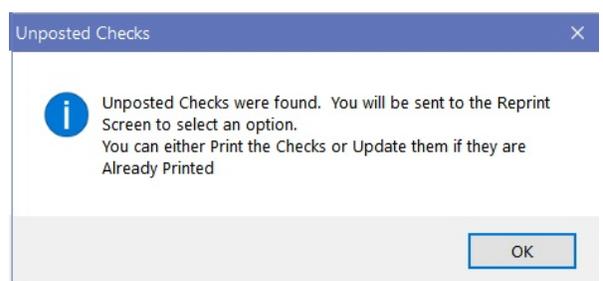
Step 4 - Print Checks	
Accounts Payable, Print Checks	

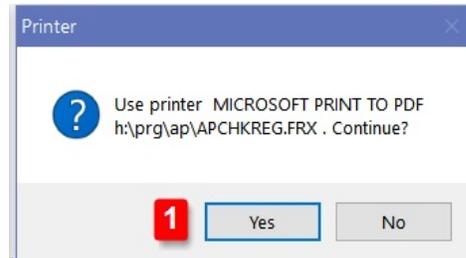|	
You may receive this message if you previously approved invoices for payment but never updated the checks. Click OK. If you have un-printed checks, a screen will display showing the prints that still need to be printed. Delete these checks and only print the new approves invoices. Click the **DELETE** button to remove the old request for checks. Click 'YES' to confirm the delete.	
1. Select your check printer. 2. Enter the check date. Today's date will default. 3. Enter a batch number. The batch number will default based on today's date. 4. Enter or confirm the GL Link Code. 5. The GL bank account will default from the Link Code. 6. Confirm the starting check number. This value can be changed if necessary. 7. Enter the lowest priority to print. The priority is matched to the open AP invoices. 8. Enter the number of check copies to print. The default value is taken from the Installation setup. 9. Select the option to Print checks. If you have a dot-matrix printer or just need to test the form alignment, select the option to check your alignment first. **Caution:** The check number will advance to the next number from an alignment test.	
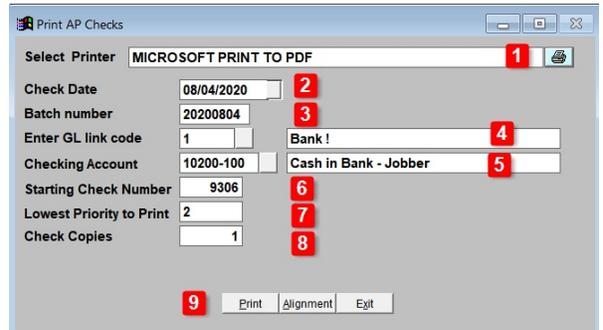
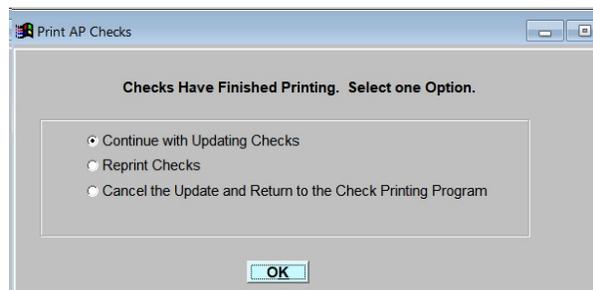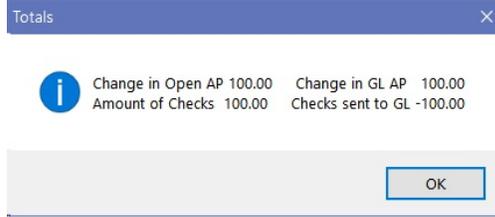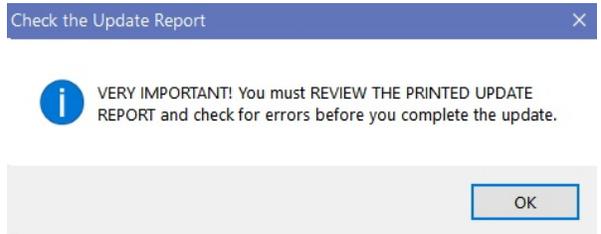|	
Print the Checks 1. Confirm the printer to be used for the check print. The checks will now print. Wait until all checks have been printed.	Printer ✕ (?) Use printer MICROSOFT PRINT TO PDF h:\prg\ap\APCHKREG.FRX . Continue? **1** [Yes] [No]
The check program prints up to 12 invoices on a single check. If you are paying more than 12 invoices, the system will print the these on plain paper. This is done so check stock is not wasted. If a check has 12 or less invoices, you will not be prompted to print a voucher on plain paper. • Wait until all checks have printed. • Replace your check stock with plain paper for the voucher print. • Click 'Yes' when the paper has been changed.	Print Vouchers ✕ (?) Please remove the check from the printer and make sure you have paper in the printer. Ready to print the Check Vouchers on Plain Paper [Yes] [No]
Choose the next appropriate option: • If all checks printed correctly, choose the option to 'Continue with Updating Checks'. • If the checks did not print correctly (paper jam, wrong check stock, etc...), select this option to reprint the checks. • If the checks are not correct (wrong approval amounts, wrong check number used, etc..), select this option to cancel this process. Click OK.	Print AP Checks ▢ ☐ **Checks Have Finished Printing. Select one Option.** ⦿ Continue with Updating Checks ○ Reprint Checks ○ Cancel the Update and Return to the Check Printing Program [**OK**]
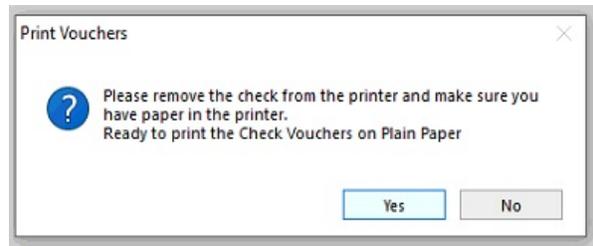
If you chose to continue the update, a total of check amounts will display on screen.
 	
Make note of the total and click OK.
	Totals ✕
	
	ⓘ Change in Open AP 100.00 Change in GL AP 100.00
	       Amount of Checks 100.00 Checks sent to GL -100.00
	
	                                       [OK]

A message will display to check the Update report for this check print. This is the same process you follow for any update in Petro-Data.	**Check the Update Report** ✕ ⓘ VERY IMPORTANT! You must REVIEW THE PRINTED UPDATE REPORT and check for errors before you complete the update. [OK]
Click View Errors. If there are any errors, cancel the update and correct them. After you have corrected the error, run 'Print Checks' again. If there are no errors, click Finish Update.	**Update Status Screen** **Update Status:** **Begin Update of Batch Number 20200804 Batch id 1** **Printer is ready to print** **Please review the errors by pressing the View Errors button.** **Press Cancel Update to quit. Press Finish Update to complete the update** [Finish Update] [View Status] [View Errors] [Print Msg] [Cancel Update]