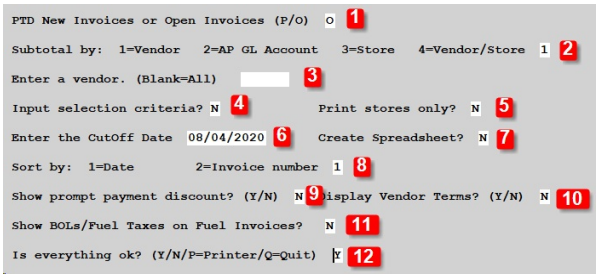
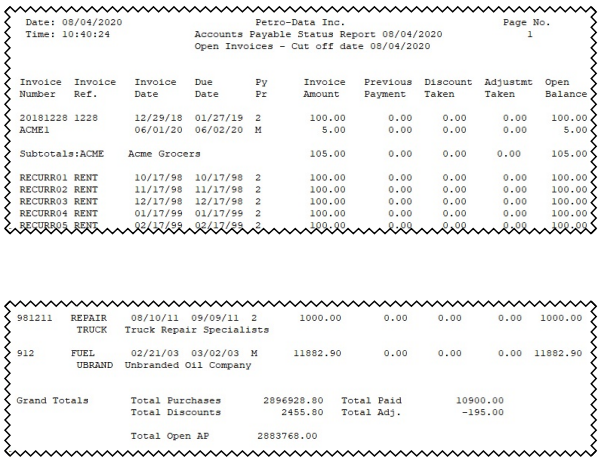
Print AP Checks

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.	
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.



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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
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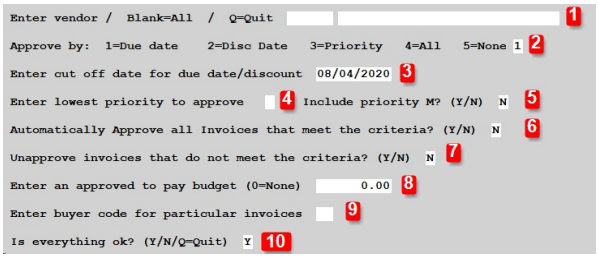
Step 2 - Approve Invoices
Accounts Payable, Approve for Payment

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

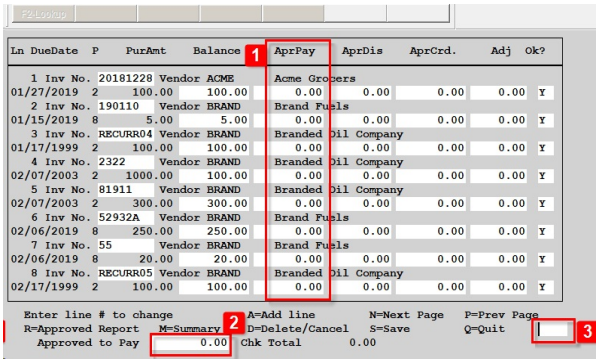
Priority **'1'** invoices are automatically approved when you enter them.
Priority **'M'** invoices that came from purchasing and are to be paid by EFT and do not need to be approved.

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.

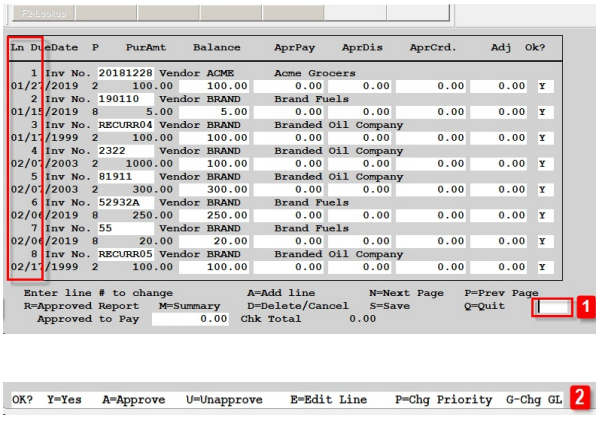


A screen of all open invoices will display. Only 8 invoices are displayed on each screen os there may be multiple screens of unpaid invoices. Use functions Next Page & Prev Page to navigate through all screens.

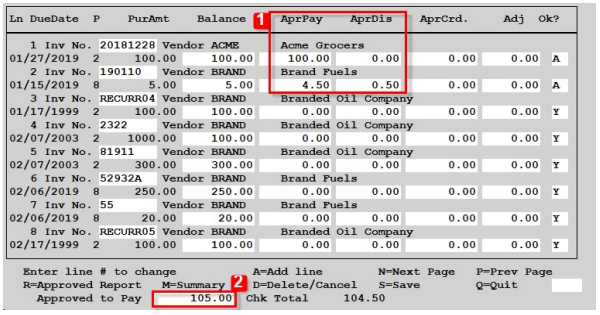
1. As you approve each invoice, the amount approved for payment for each invoice will be displayed in the column 'AprPay'. If you chose the Auto-Approve option, the amount of the invoice to be paid will be automatically populated in this field.
2. A grand total of all approved invoices will display at 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...



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.



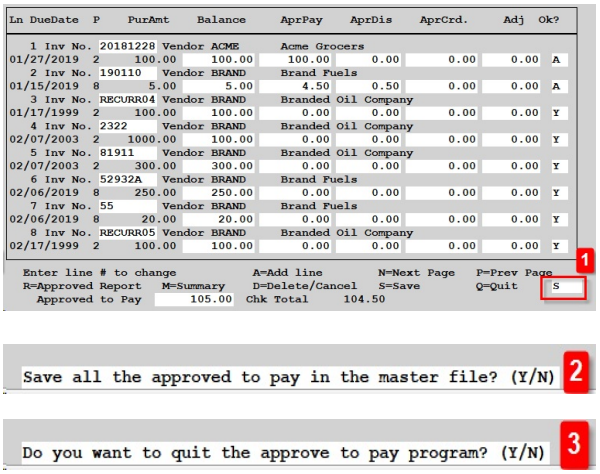
1. As you approve invoices, the field 'AprPay' and 'AprDis' (Discount) will populate with the amounts approved.
2. A total of all invoices approved will display at the bottom.



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.

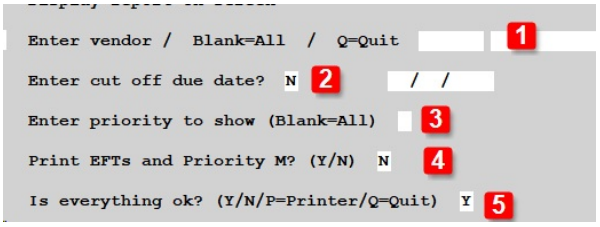


Step 3 - Print Approved Invoices Report
Accounts Payable, Reports, Approve to Pay

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.

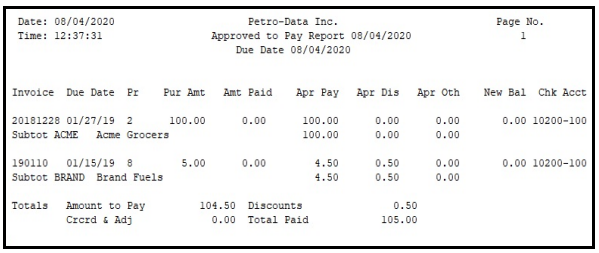
1. Leave vendor blank to check all vendors with approved invoices.
2. Select ‘N’ to print all approved invoices.
3. Leave this blank to print all priorities.
4. Select ‘N’ to print EFTs and priority ‘M’ invoices.
5. Enter ‘Y’ if the criteria entered is correct. Enter ‘N’ to change the criteria you keyed.



<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.



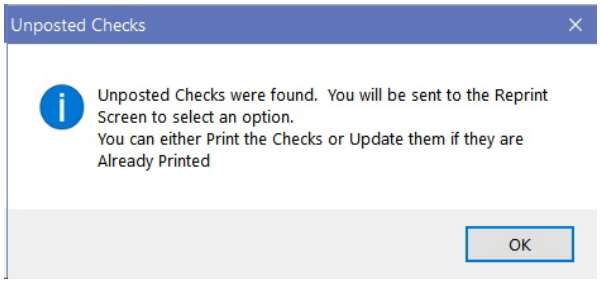
Step 4 - Print Checks
Accounts Payable, Print Checks

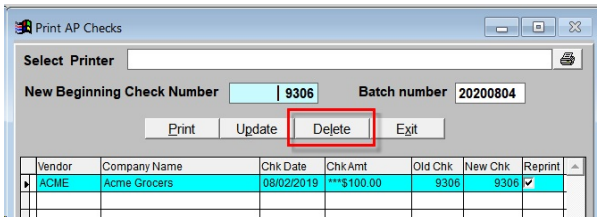
You may receive this message if you previously approved invoices for payment but never updated the checks.

Click OK.

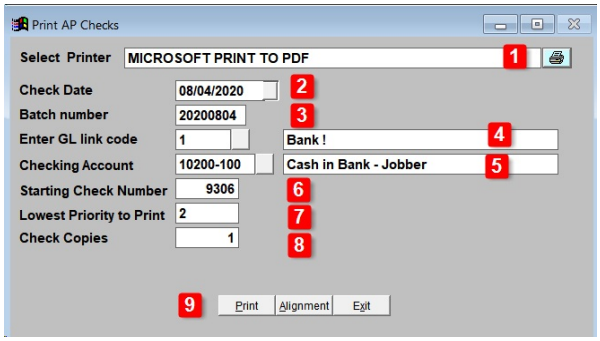
If you have un-printed checks, a screen will display showing the prints that still need to be printed.

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.





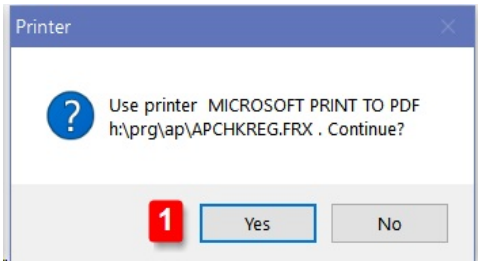
1. Select your check printer.
2. Enter the check date. Today's date will default.
3. Enter a batch number. The batch number will default based on today's date.
4. Enter or confirm the GL Link Code.
5. The GL bank account will default from the Link Code.
6. Confirm the starting check number. This value 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

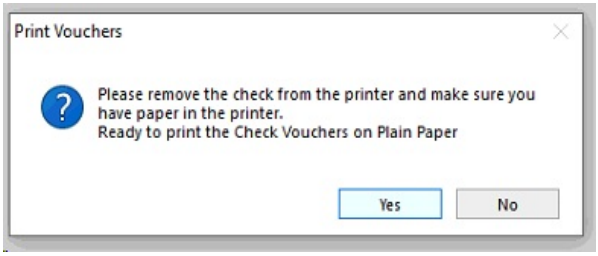
1. Confirm the printer to be used for the check print.

The checks will now print. Wait until all checks have been printed.



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.

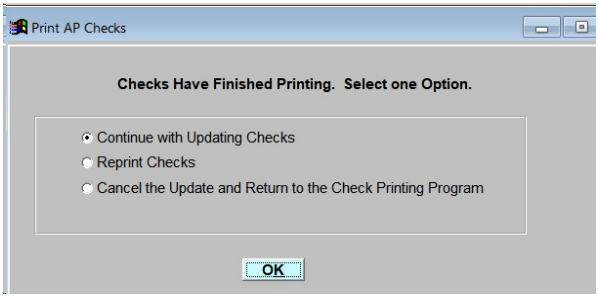
- Wait until all checks have printed.
- Replace your check stock with plain paper for the voucher print.
- Click 'Yes' when the paper has been changed.

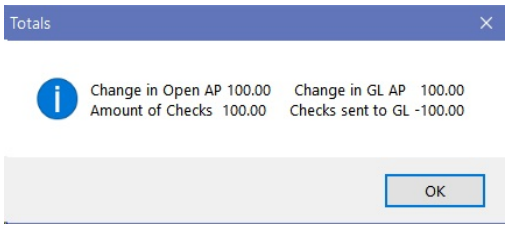
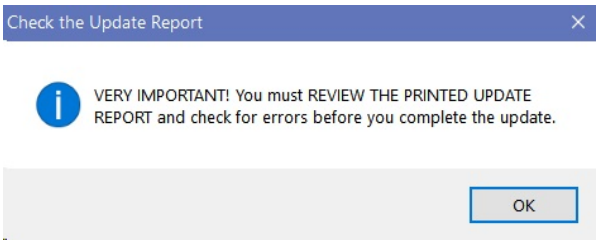
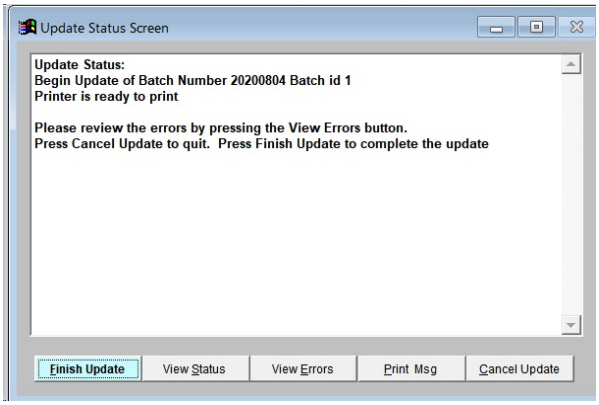


Choose the next appropriate option:

- 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.



If you chose to continue the update, a total of check amounts will display on screen. Make note of the total and click 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.	
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.