



## **QuickStart Guide**

### **Accounts Payable Check Run**

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ARKONA QuickStart Guide

Use this QuickStart Guide for help printing an A/P check run.

## 1. Display all open payables.

- Take option **5=Open Payables** from the General Ledger menu to display the Vendor Type Selection screen.
- Take option **1=Display** by All Vendor Types to display all open payable invoices.

Opt	Vendor	Name	Pay Amt	Amt Due	Total Due	Discnt
Total Payable			25949.46			
Total to Pay			100.00			
Options: 1=Invoices 4=No Pay 5=Vendor 6=Pay 8=Hand Check 9=History						
Total to pay for vendor.						
-	A & 001	A & D SPECIALISTS INC	100.00	100.00	100.00	
-	A & 002	A & R AUTO SALES, YAL			2585.00	51.70
-	A & 003	A & W AUTO			145.00	
-	AAA 001	AAA ABANDON AUTOS			350.00	7.00
-	AAMC002	AAMCO TRANSMISSIONS			3.54	
-	EAGL002	EAGLE BEVERAGES			100.00	
-	HC70208	M & T BANK			22800.00	
-	OXB0001	OXBOW AUTOMOTIVE		100.00	250.00	
-	HC80161	UNISHIPPERS			25.00	

F3=Exit F6=Handcheck F8=Pay Selected Vendors F9=Select History  
 F17=Reset Payment Status F18=Open Payable Listing

- Total Payables** – The total of all outstanding invoices.
- Total to Pay** – The total of all invoices included in the current check run. This number increases as additional invoices are selected to pay.
- Pay Amt** – This column shows the total of all invoices **selected to pay** for each vendor.
- Amt Due** – This column shows the total of all invoices **over 30 days old** for each vendor.
- Total Due** – This column shows the total of **all invoices** for a vendor.

## 2. Note the Total to Pay.

- This amount indicates the total amount of the invoices selected to be paid. It is usually zero at the start of an A/P run.

- b. **To unselect all invoices**, use function **F17=Reset Payment Status**, enter the number of days of 999 and press [ENTER].

### **3. Print the open payables report and mark invoices to pay.**

- a. Use function **F18=Open Payables Listing** to display the Open Payables Listing Selection window.
- b. Leave the defaults, but **change Pay Only = N** to include all open payables on the report.
- c. Press [ENTER] to print.
- d. Use the report to review all open payables and mark invoices to be paid.

### **4. Select invoices to pay.**

- a. **To select invoice to pay by vendor**, take option **6=Pay** by the vendor number.
- b. **To select specific invoices to pay for a vendor**, take the following steps:
  - 1. Take option **1=Invoices** by a vendor to display the Select Invoices to Pay screen.
  - 2. Take option **6=Pay** by each invoice you want to on this check run and press [ENTER] to add to the Total to Pay.
  - 3. Press **F12=Cancel** to return to the Open Payables screen.
  - 4. Repeat steps 4b1 – 4b3 for each vendor you want to pay selected invoices.
- c. **To select invoices to pay by the age of the invoice**, take the following steps:
  - 1. Use function **F17=Reset Payment Status** to display the invoice selection window.
  - 2. Type in the number of days you want to select invoices for and press [FIELD EXIT] and [ENTER]. The system will automatically select the invoices to be paid if the age of the invoice is at least the number of days entered.

### **5. Print an open payables report showing all invoices that are selected to pay.**

- a. Use function **F18=Open Payables Listing** to display the Open Payables Listing Selection window.
- b. Leave the all of the defaults.
- c. Press [ENTER] to print.
- d. Use the report as a record of all invoices paid on this A/P check run.

### **6. Print checks.**

- a. Use function **F8=Pay Selected Vendors** to display the confirmation window.

- b. Confirm the check date, the bank the checks will be drawn on, the printer and note the starting and ending check numbers.
- c. Use function **F8=Print Checks** to print the checks.
- d. **If the checks printed correctly**, type Y in the window that asks if the checks printed correctly and press [ENTER] to post the checks to general ledger and print the accounting copies of the checks.
- e. **If the checks did not print correctly**, take the following steps:
  - 1. Type N in the window and press [ENTER] to void the checks. The system asks if you want to reprint.
  - 2. If you think the checks will print correctly this time, type Y and press [ENTER].
  - 3. If you don't want to reprint at this time, type N and press [ENTER] and you will be returned to the Open Payables screen. All invoices will remain selected to pay.
  - 4. For additional help with problem check runs, call Customer Support.