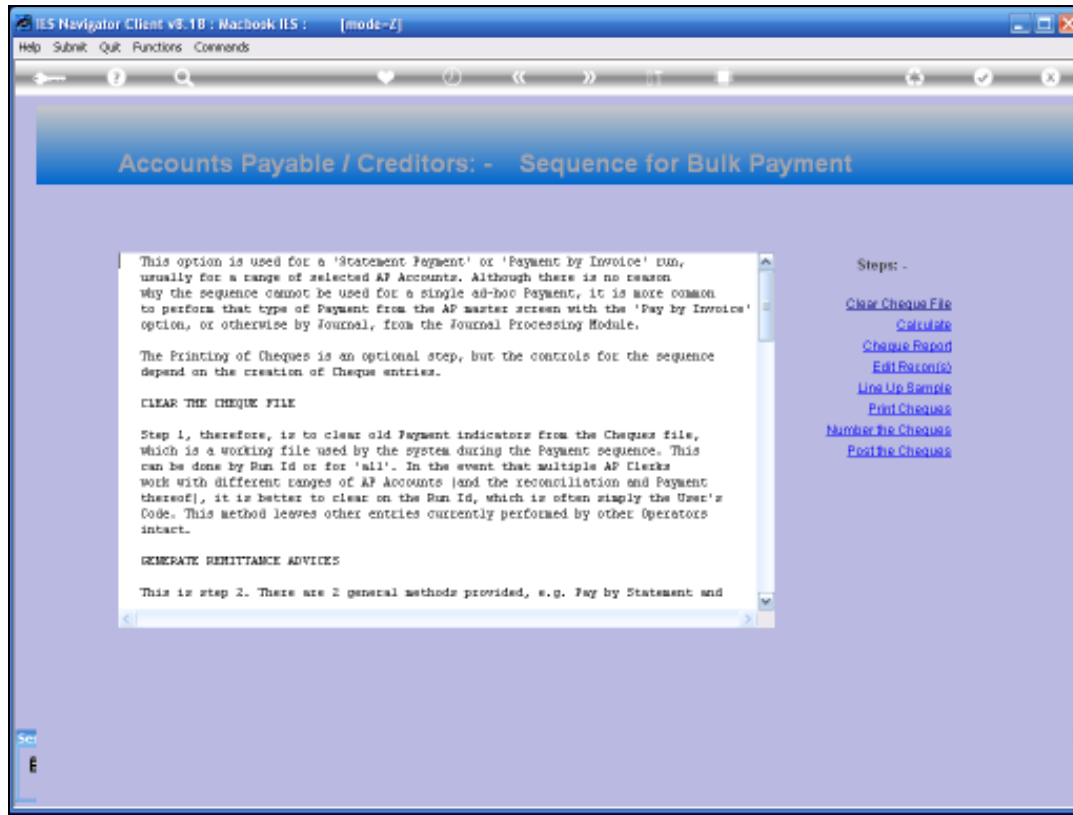


Slide 1

Slide notes: The Bulk Payment option is a sequence used to pay multiple Creditors in a Payment Run, and payment can be calculated and based on Statements or on Invoices.



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## Accounts Payable / Creditors: - Sequence for Bulk Payment

This option is used for a 'Statement Payment' or 'Payment by Invoice' run, usually for a range of selected AP Accounts. Although there is no reason why the sequence cannot be used for a single ad-hoc Payment, it is more common to perform that type of Payment from the AP master screen with the 'Pay by Invoice' option, or otherwise by Journal, from the Journal Processing Module.

The Printing of Cheques is an optional step, but the controls for the sequence depend on the creation of Cheque entries.

**CLEAR THE CHEQUE FILE**

Step 1, therefore, is to clear old Payment indicators from the Cheques file, which is a working file used by the system during the Payment sequence. This can be done by Run Id or for 'all'. In the event that multiple AP Clerks work with different ranges of AP Accounts (and the reconciliation and Payment thereof), it is better to clear on the Run Id, which is often simply the User's Code. This method leaves other entries currently performed by other Operators intact.

**GENERATE REMITTANCE ADVICES**

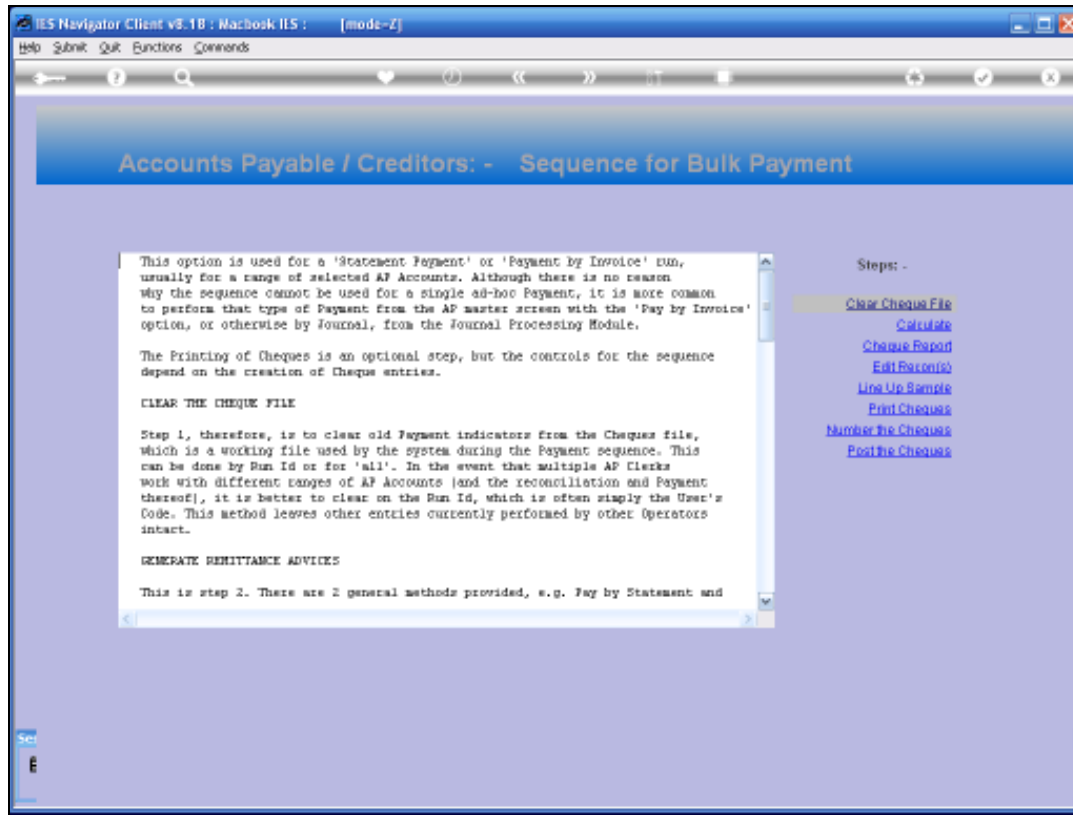
This is step 2. There are 2 general methods provided, e.g. Pay by Statement and

Steps -

- [Clear Cheque File](#)
- [Calculate](#)
- [Cheque Report](#)
- [Edit Payments](#)
- [Link Up Sample](#)
- [Print Cheques](#)
- [Number the Cheques](#)
- [Post the Cheques](#)

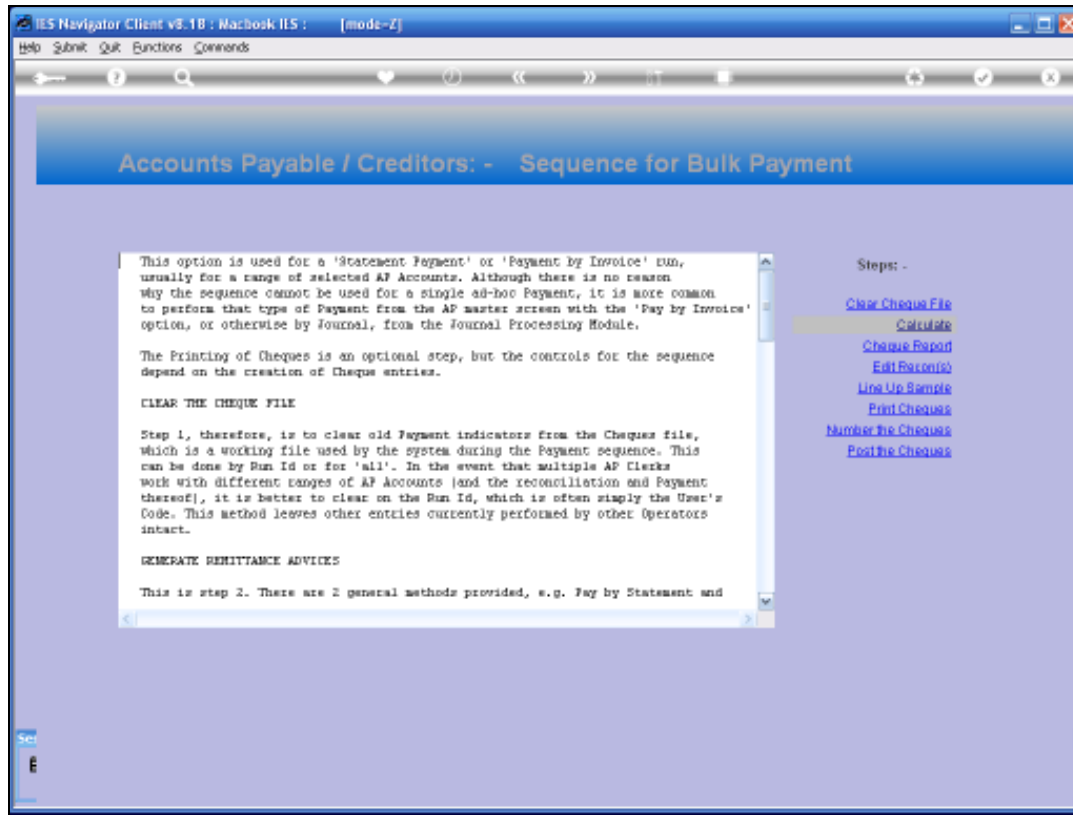
### Slide 2

Slide notes: The payment sequence can be performed once or multiple times per Financial Period or month, and for any applied selection of Creditor Accounts.



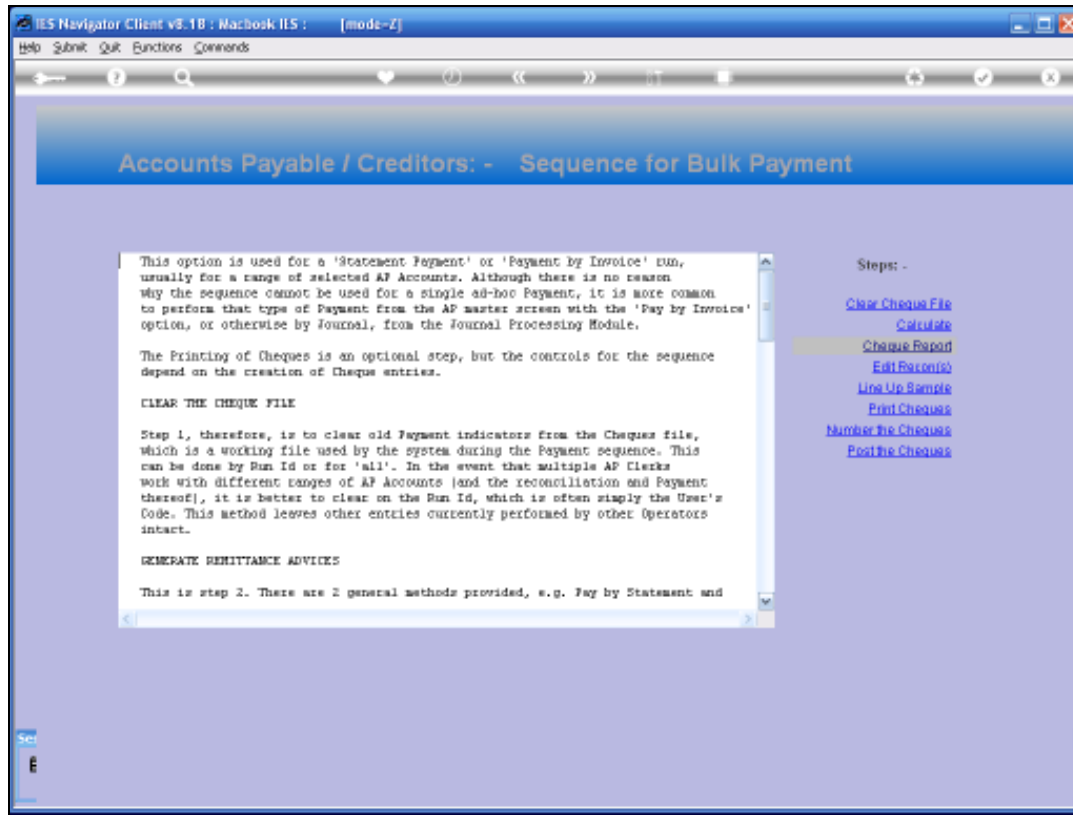
Slide 3

Slide notes: We usually start the process with the clearing of the Cheques workfile, to provide a clean slate.



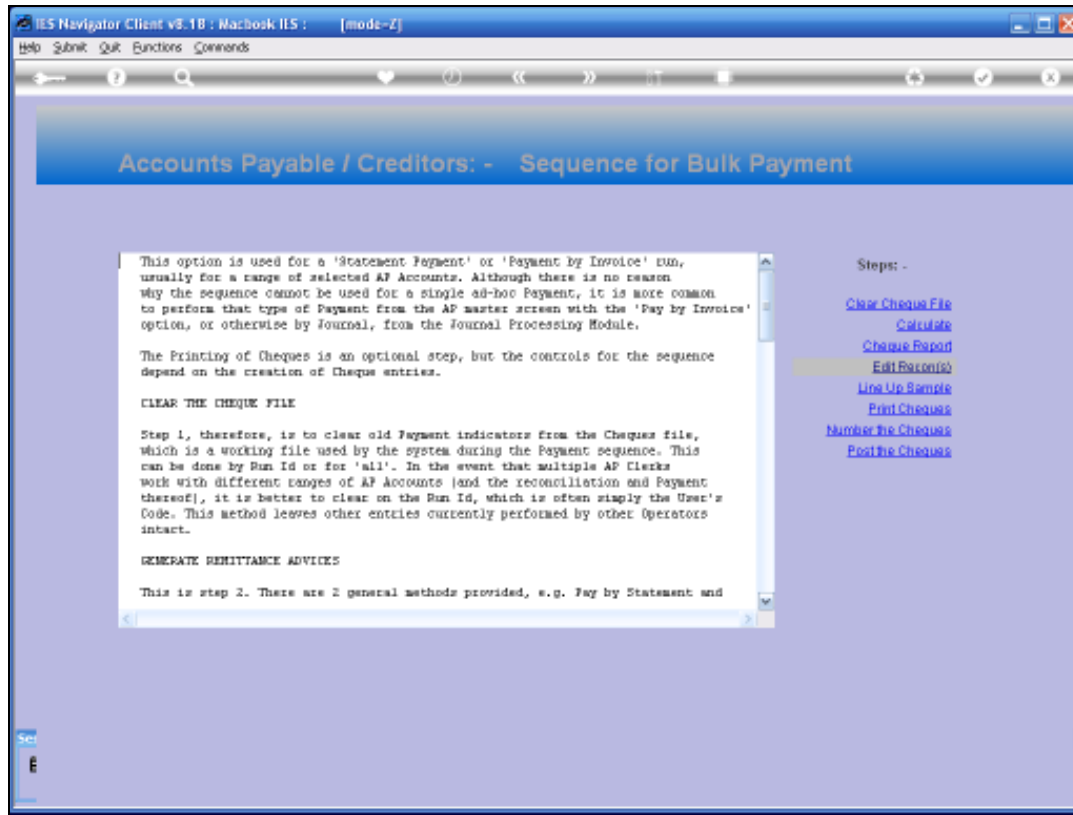
#### Slide 4

Slide notes: Then follows the calculation step where the system will select the Creditor Accounts to include, and will calculate and project payment either by Statement or by Invoice, as selected.



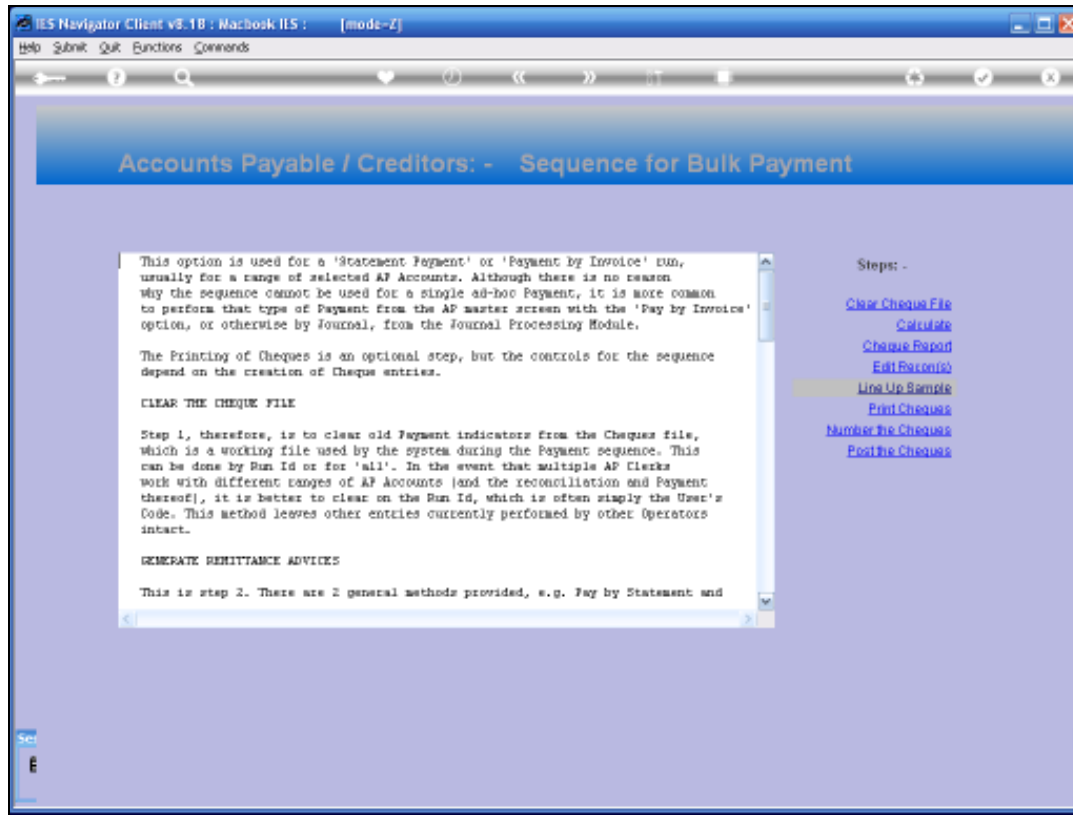
## Slide 5

Slide notes: The Cheque Report will then reveal the 1st pass of the Payment Amounts, but of course it is still a 'work in progress' and the values can still change. We may return to the Cheque Report multiple times before we finish up the Payment run.



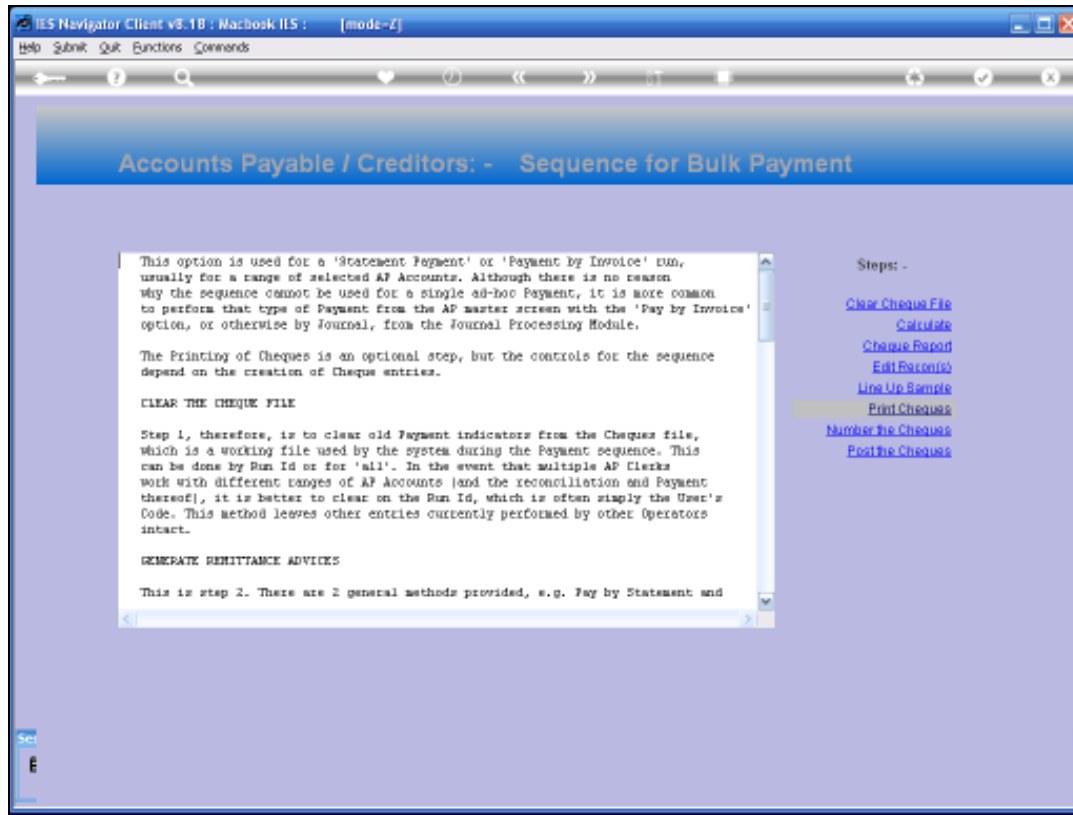
## Slide 6

Slide notes: The next step is to work through the Payment Reconciliations, where for each Creditor Account, we may verify, adapt and otherwise finalise the Payment details.



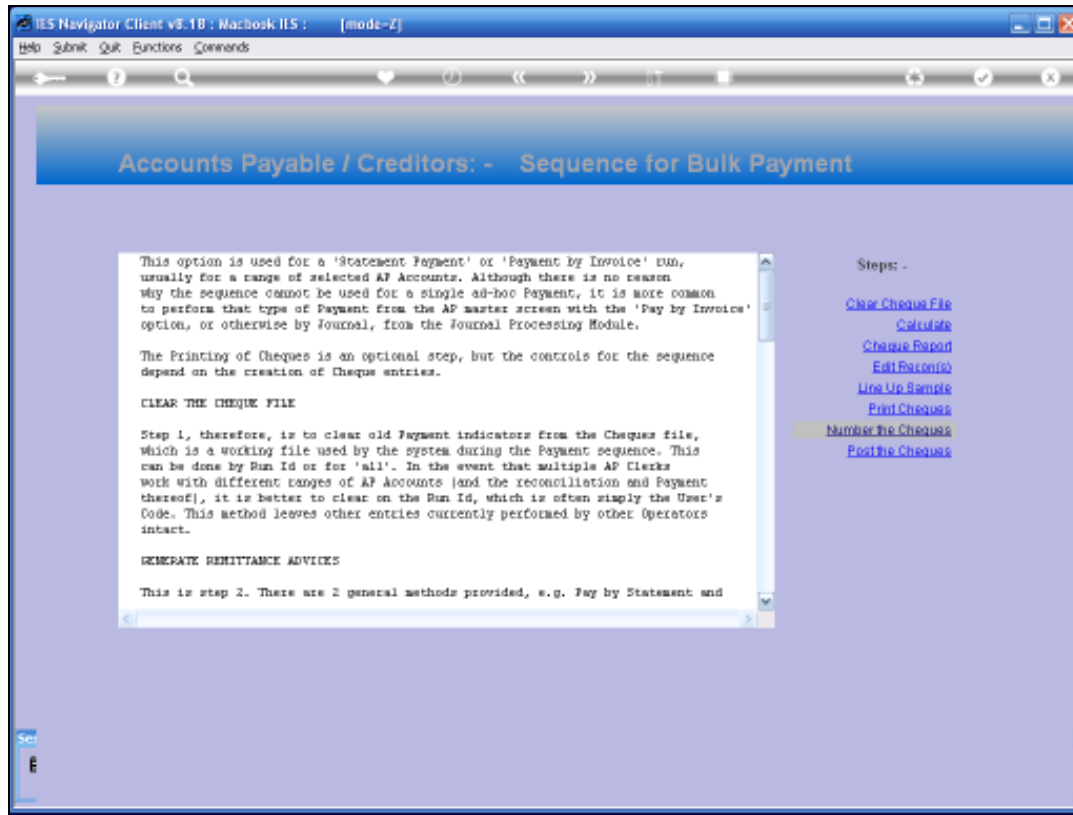
#### Slide 7

Slide notes: After this, once we are ready to proceed with printing of Cheques, then the 'line up sample' may be used to ensure that the cheque stationery is properly loaded for bulk cheque printing.



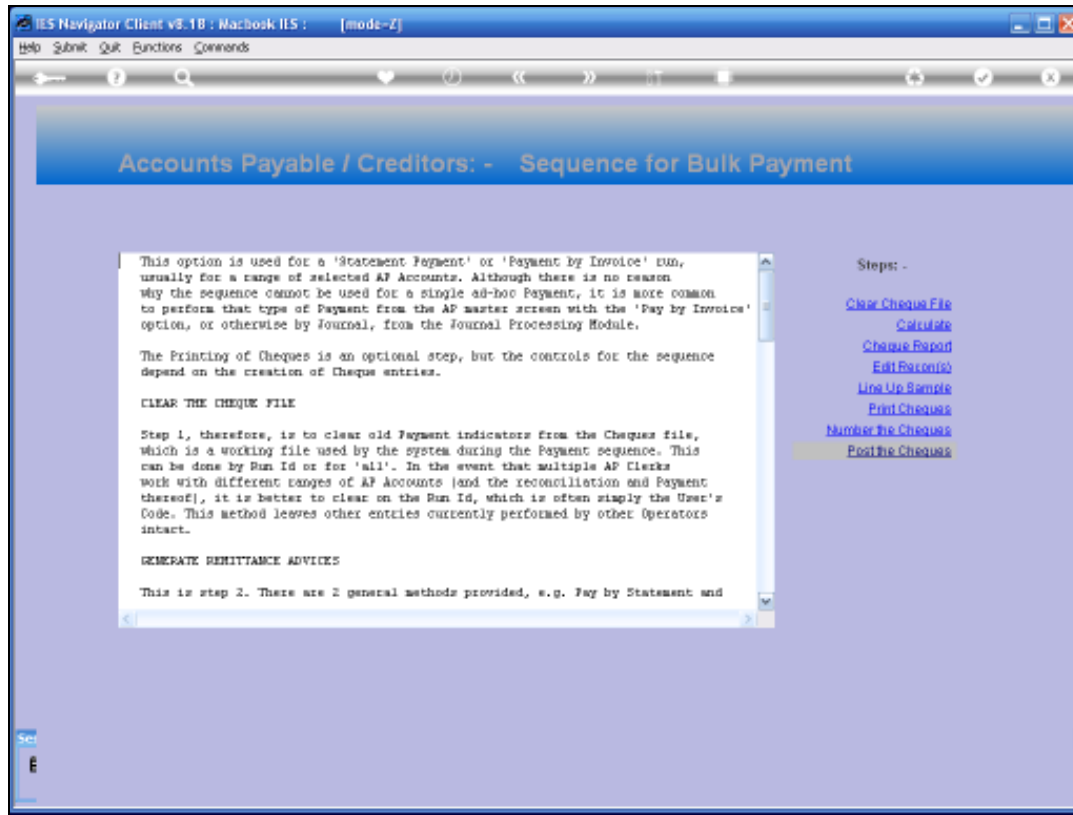
### Slide 8

Slide notes: And then, of course, we can produce the actual Cheques. This is optional, and if Cheques are performed manually, then there is no need to perform this step. Also, if payments are performed electronically rather than by Cheque, then we will not print the Cheques.



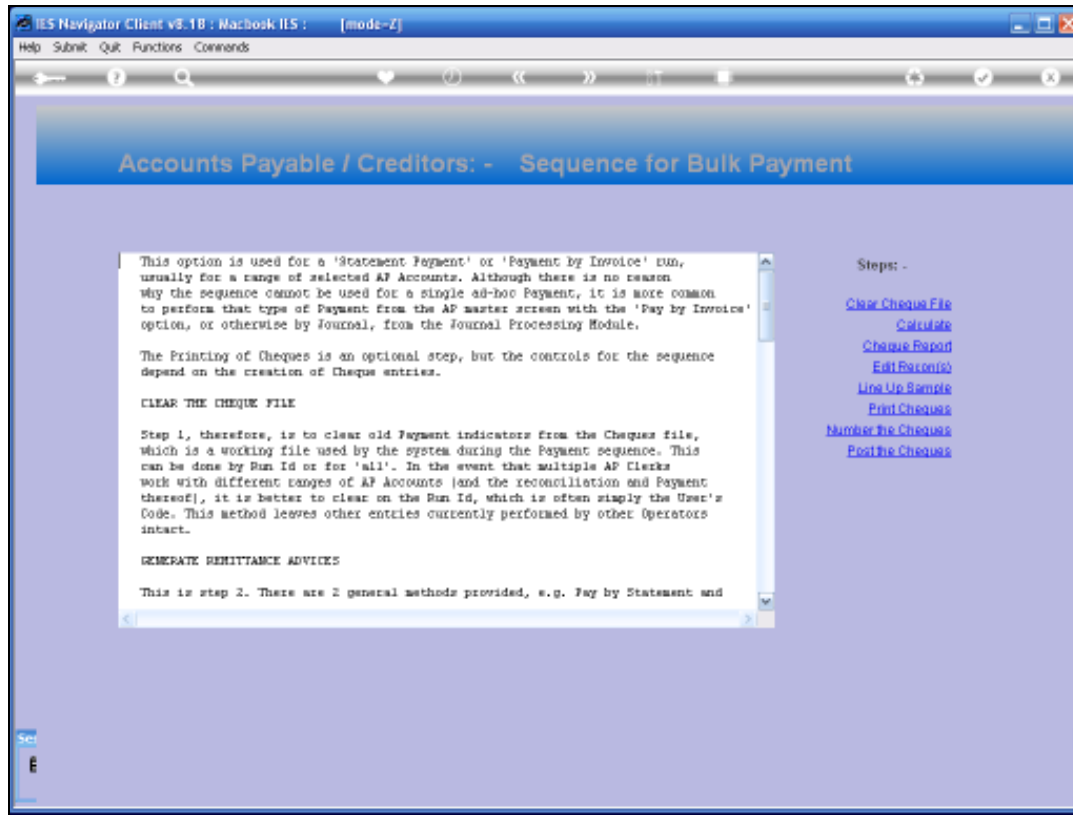
### Slide 9

Slide notes: Numbering of the cheques is the process whereby the system is advised of the 1st cheque number, and then the others are all numbered internally by the system, so that the cheque numbers will be accurate for the Bank Recon that will at some future point be performed on the Bank Account.



Slide 10

Slide notes: And finally, the system will be happy to post the cheque journals, so that there is no need for capturing.



### Slide 11

Slide notes: That is the short summary of the Payment sequence for bulk payments. We will discuss each step in a separate tutorial, to demonstrate what is involved in each case.