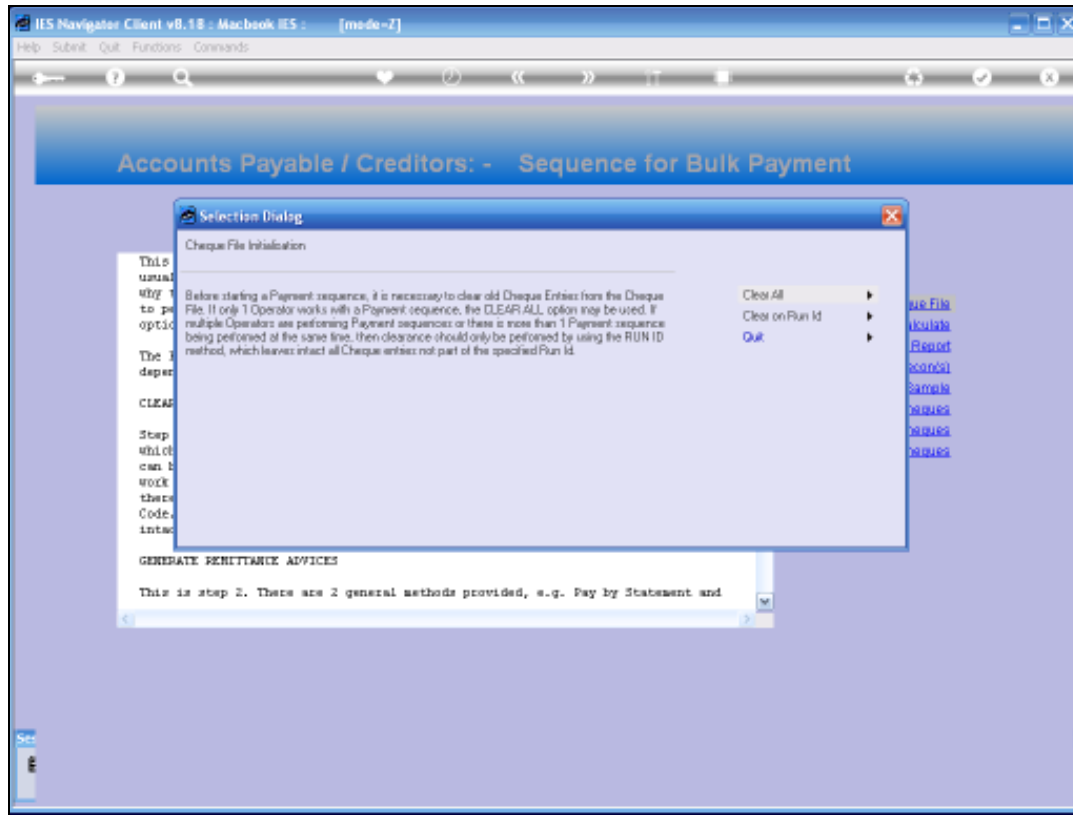


Slide 1

Slide notes: We are now dealing with the 1st step in the Bulk Payment sequence for AP Creditors. In this step, we clear or prepare the Cheques workfile of prior entries from prior payments. In fact, the working cheque entries are usually connected to Payment recons.



Slide 2

Slide notes: There are 2 primary options, namely to clear the entire file, or else by RUN ID. In a set up where only one person works with Creditor payments, it is fine to clear all entries, but when multiple Users work with separate sections of the portfolio, then it is better to clear on the RUN ID. This is because multiple Users can be busy with simultaneous AP Creditors payment runs, and one does not want to interfere with someone's else's working entries that are still in use, even if for other Creditors than will be included in the current run.

The screenshot shows a web browser window titled "IES Navigator Client v8.13 : Macbook IES : [mode-Z]". The browser's address bar is empty, and the page content is as follows:

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 Chequer 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

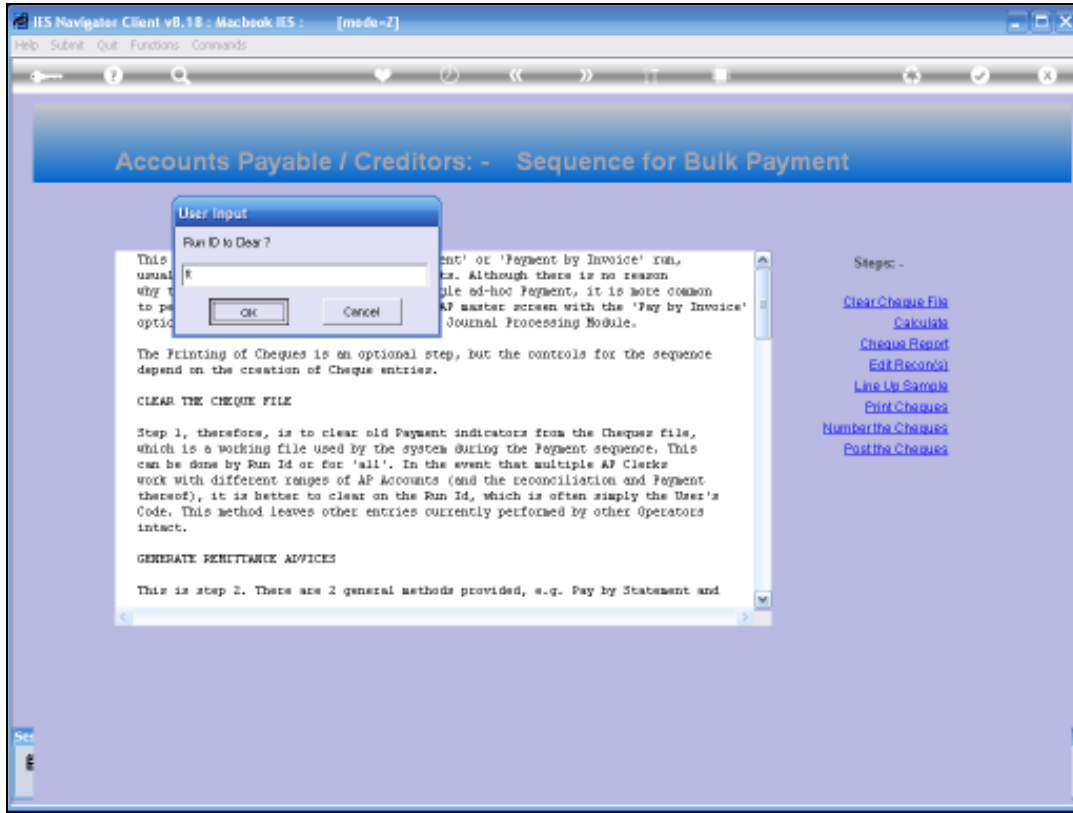
This is step 2. There are 2 general methods provided, e.g. Pay by Statement and

Steps -

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

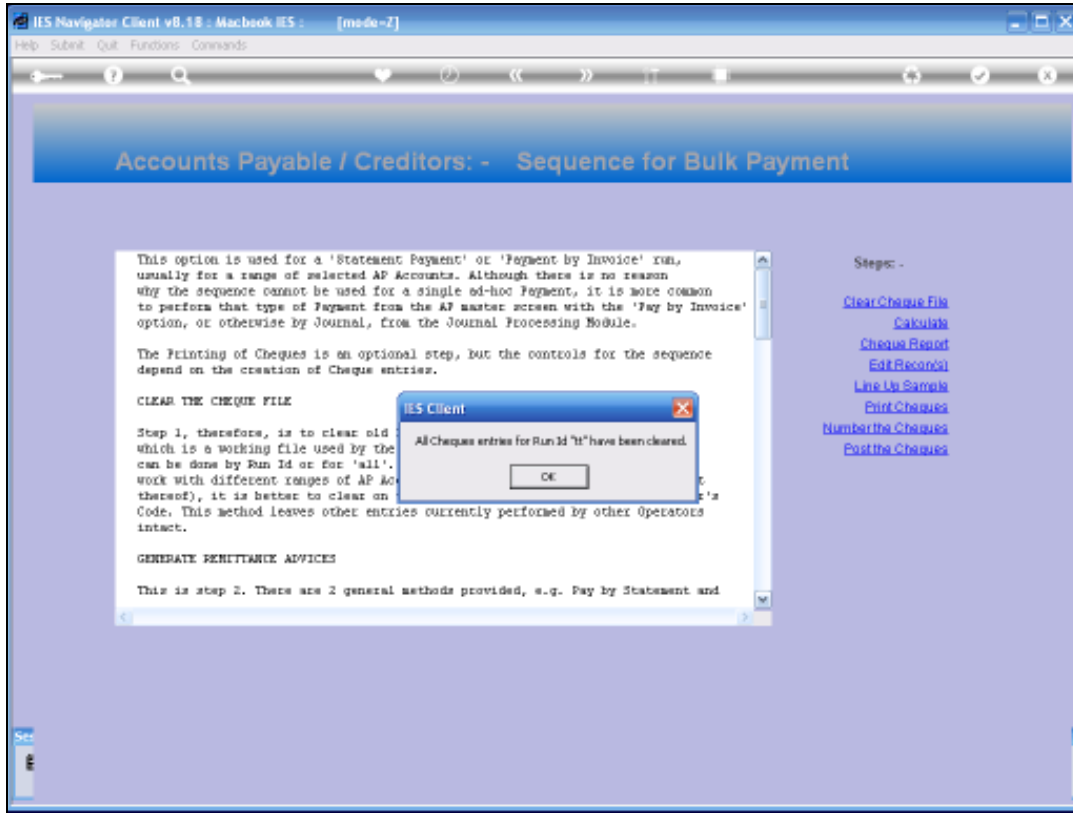
Slide 3

Slide notes:



Slide 4

Slide notes: If we clear by RUN ID, a number can be used, but the norm is actually to use the Operator's UserCode as the run id, and this is what the system will offer by default.



Slide 5

Slide notes: Once we accept, the system will clear entries for this RUN ID.

The screenshot shows a web browser window titled "IES Navigator Client v8.13 : Macbook IES : [mode-Z]". The browser's address bar is empty, and the main content area displays a help page. The page has a blue header with the text "Accounts Payable / Creditors: - Sequence for Bulk Payment". Below the header, there is a text box containing the following content:

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 Chequer 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

On the right side of the page, there is a section titled "Steps:" followed by a list of blue hyperlinks: [Clear Cheque File](#), [Calculate](#), [Cheque Report](#), [Edit Reconcil](#), [Link Up Sample](#), [Print Cheques](#), [Number the Cheques](#), and [Post the Cheques](#).

Slide 6

Slide notes: