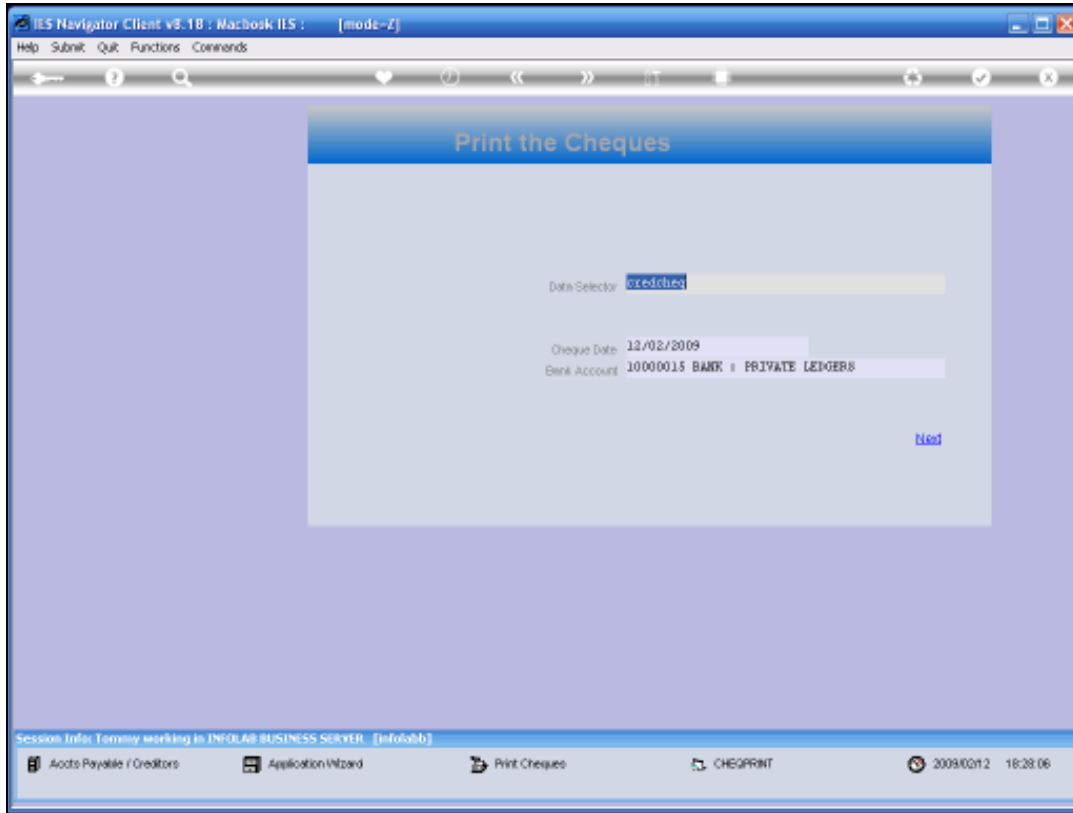


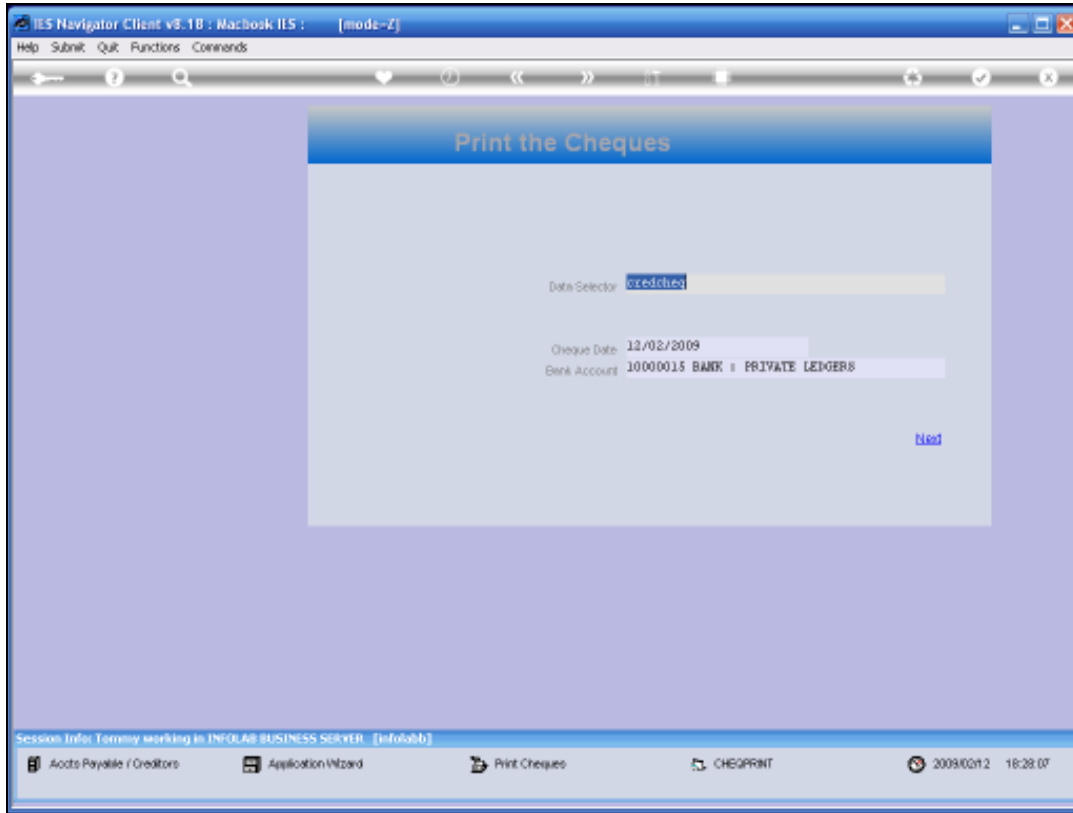
Slide 1

Slide notes: We are now going to perform cheque printing, as part of the AP payment sequence.



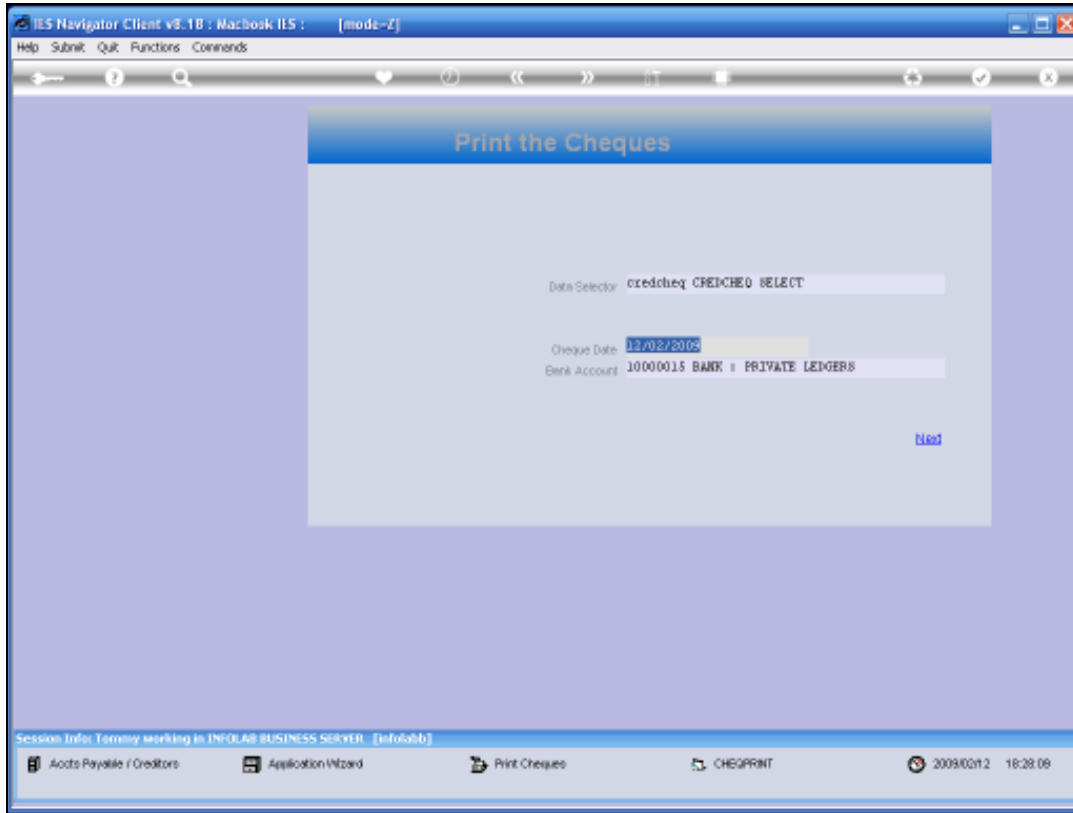
Slide 2

Slide notes: We will normally use the data selector as specified by the system, and this data selector will select from the cheque entries file.



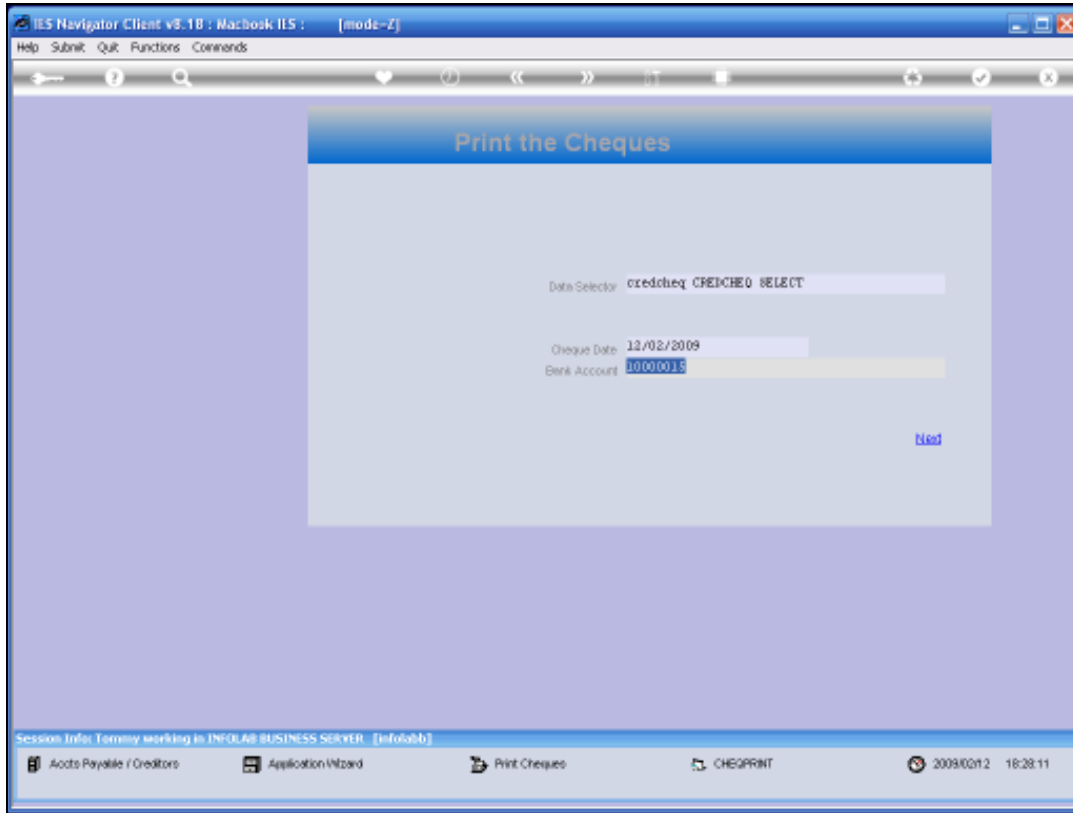
Slide 3

Slide notes: We state the date as it should appear on the cheques.

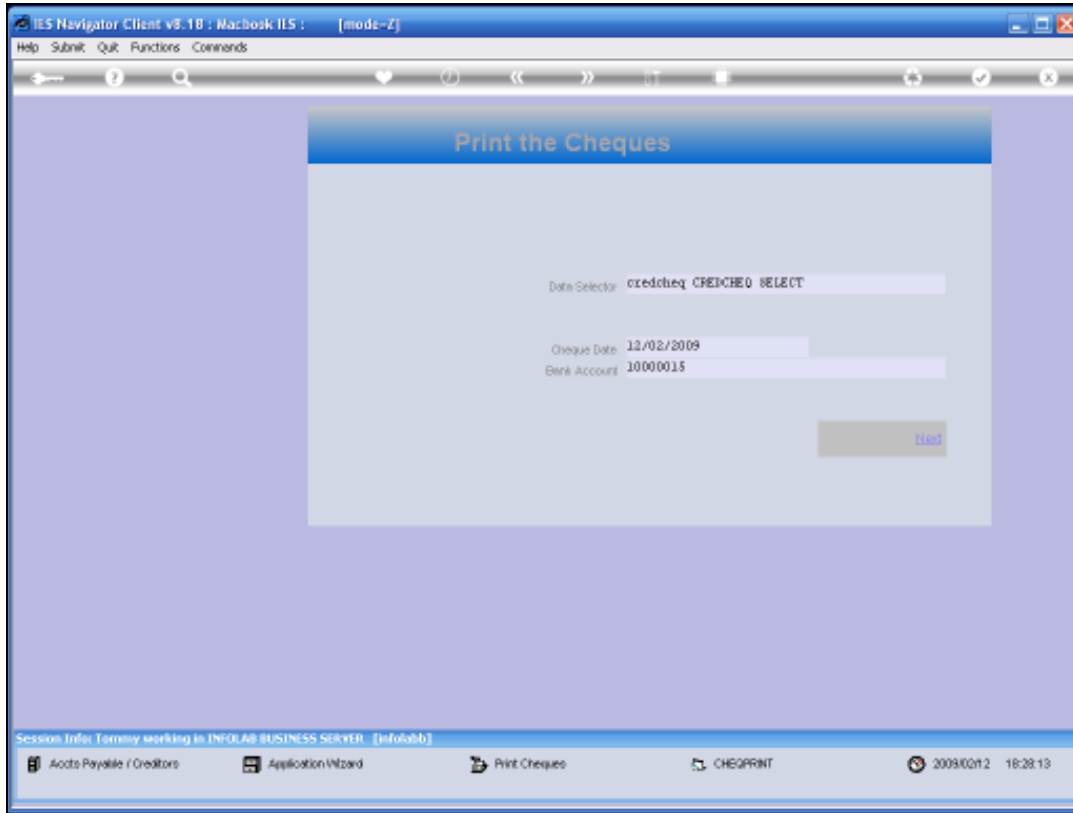


Slide 4

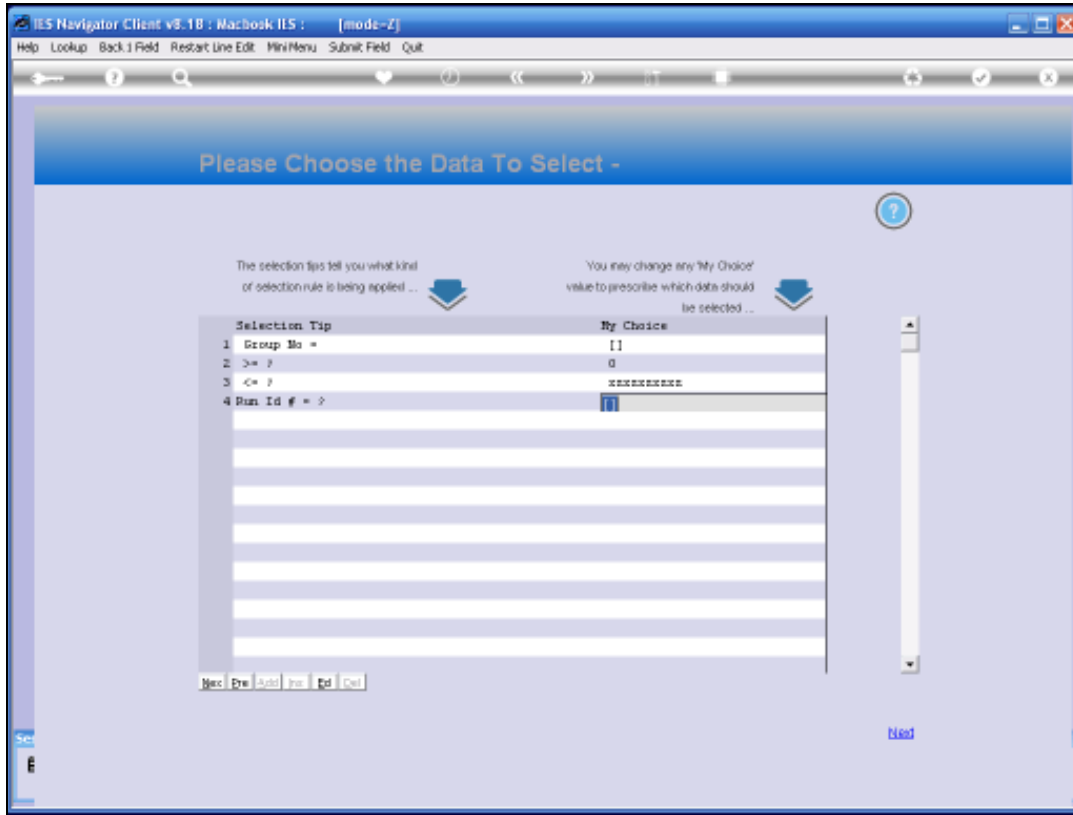
Slide notes: And of course we need to select the correct Bank Account.



Slide 5
Slide notes:

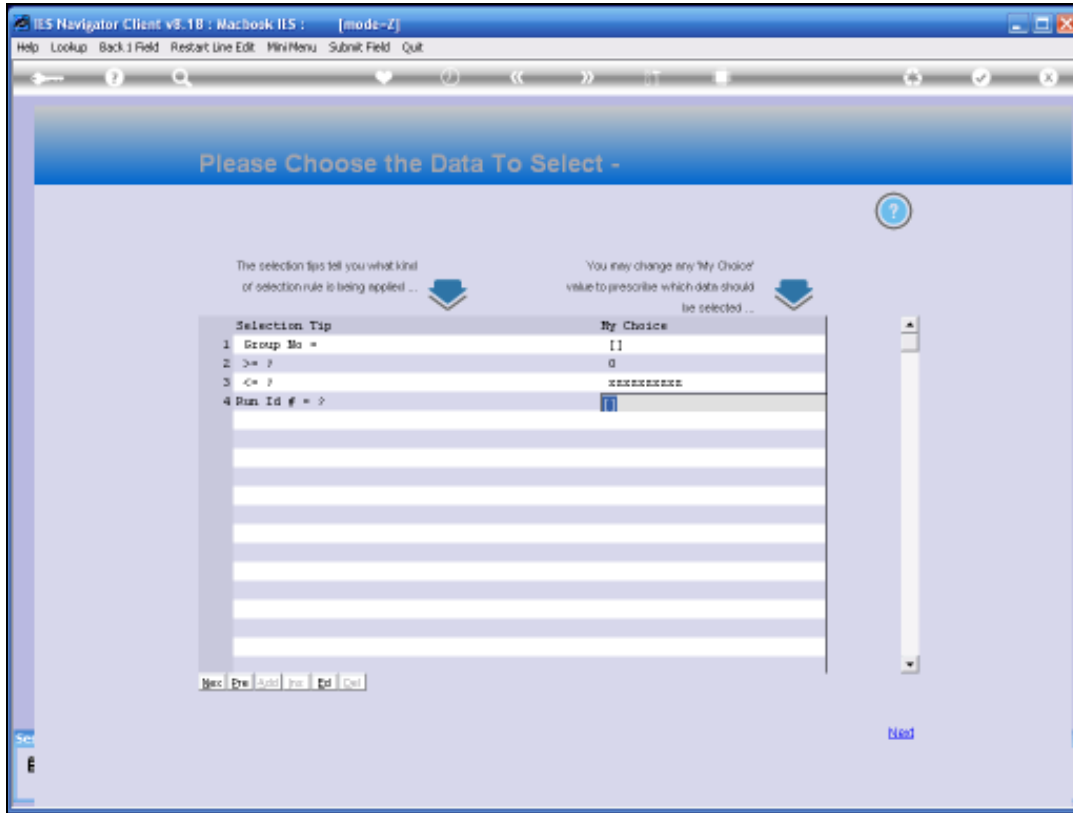


Slide 6
Slide notes:

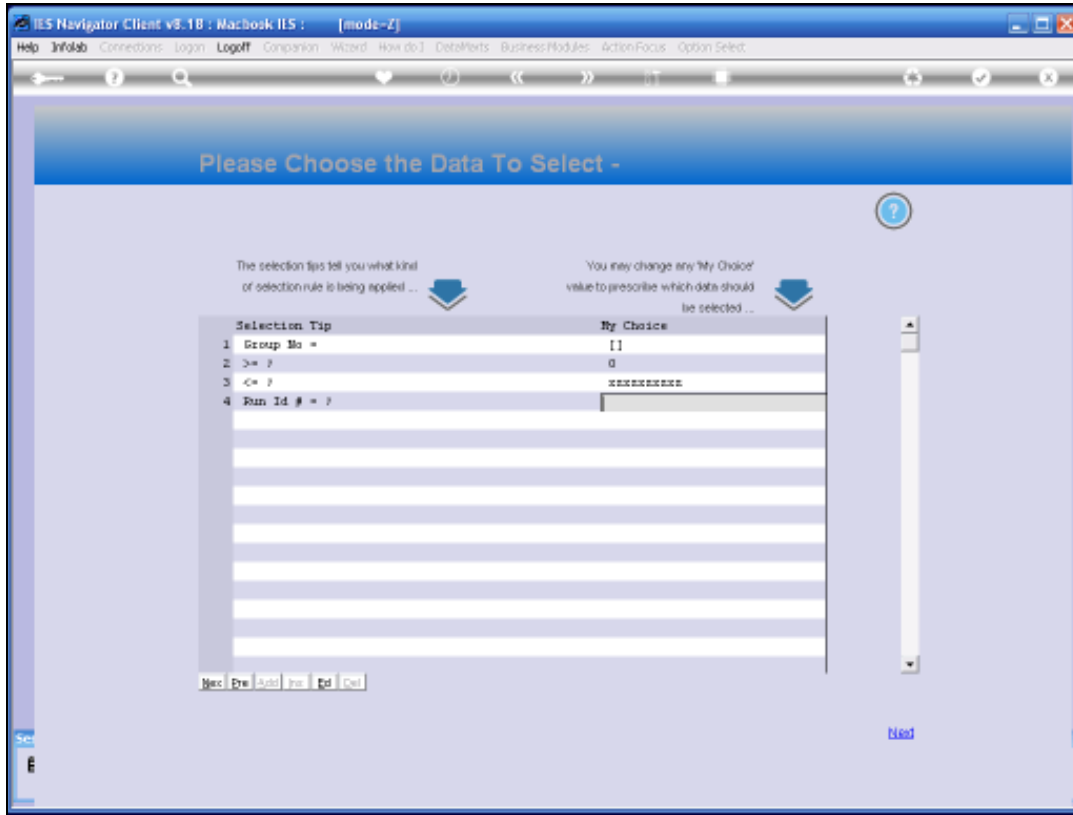


Slide 9

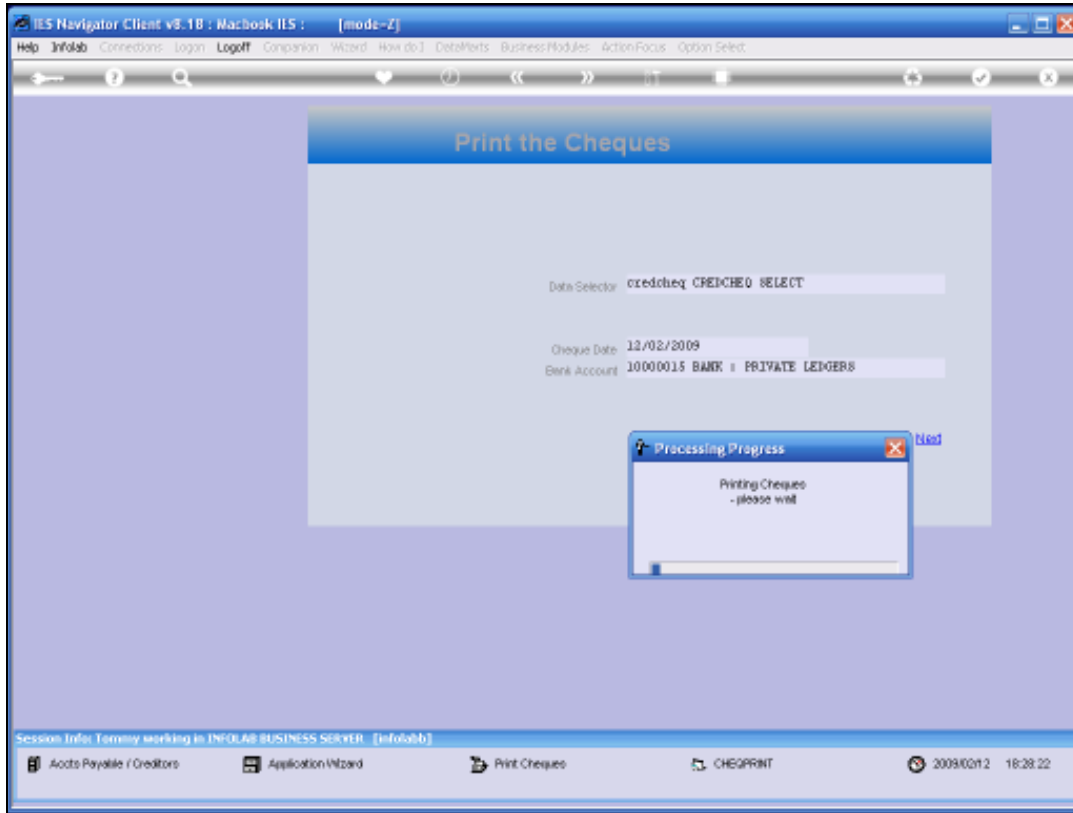
Slide notes:



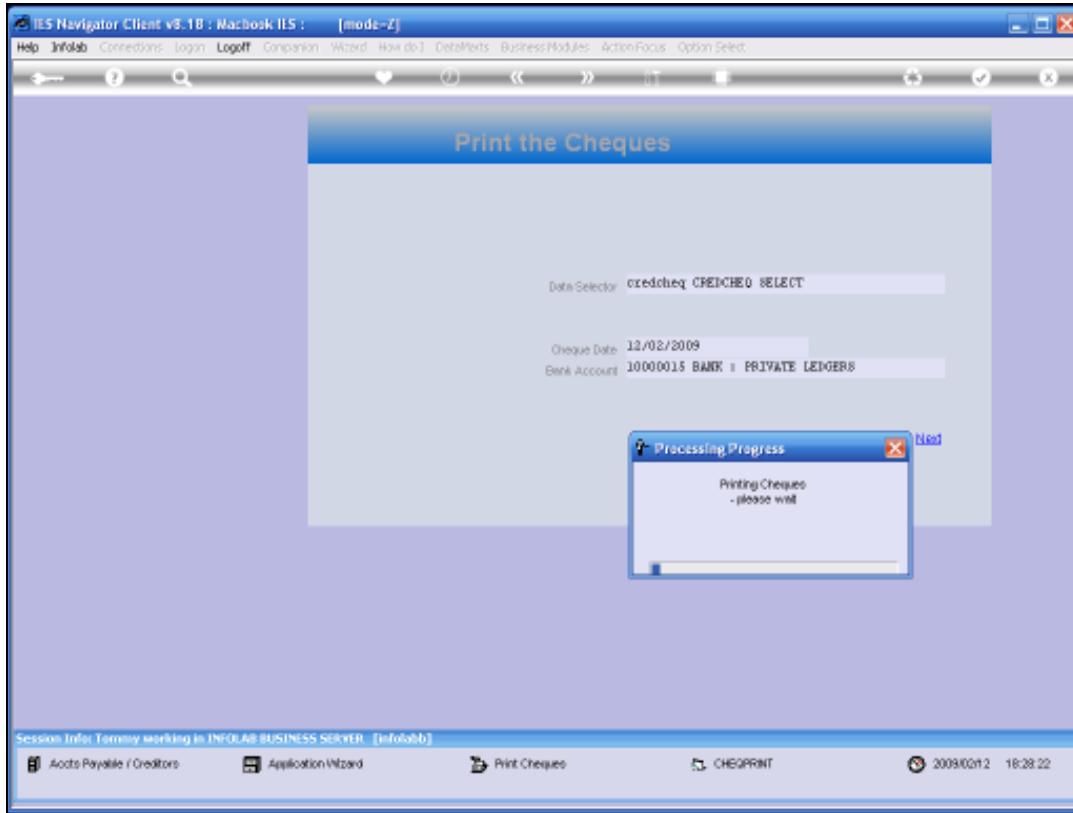
Slide 10
Slide notes:



Slide 11
Slide notes:

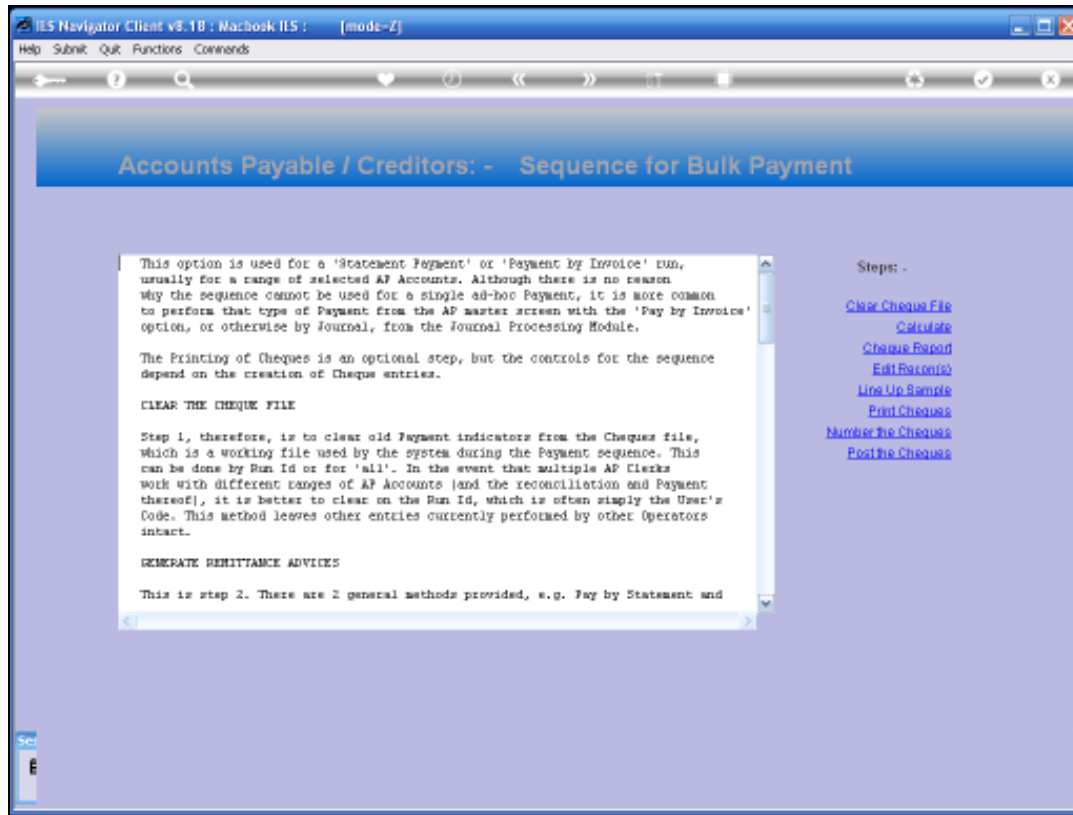


Slide 12
Slide notes:



Slide 13

Slide notes: The system will now print the cheques.



IES Navigator Client v8.18 : Macbook IES : [mode-Z]

Help Submit Quit Functions Comments

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 Rows\(s\)](#)
- [Link Up Sample](#)
- [Print Cheques](#)
- [Number the Cheques](#)
- [Post the Cheques](#)

Slide 14
Slide notes: