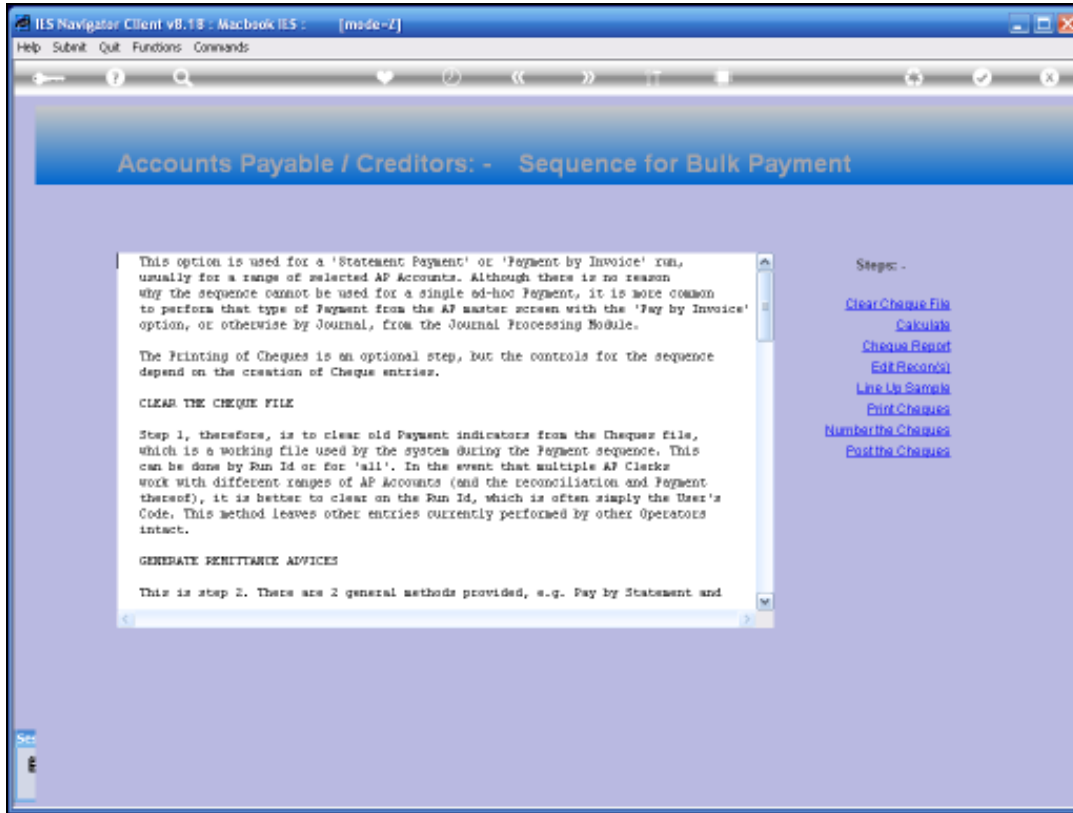
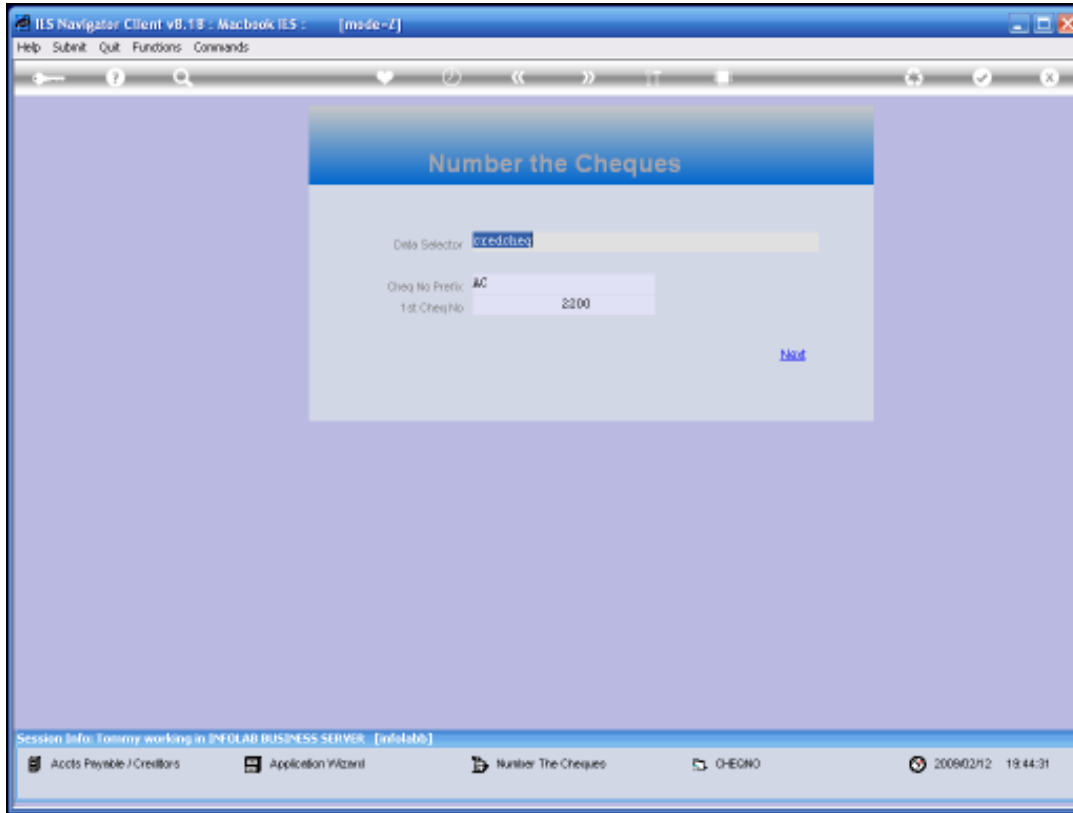


Slide 1

Slide notes: In this step of the Payment cycle, we will perform the numbering of the Cheques. Note that on the current state of the cheque report, there are no cheque numbers present yet.

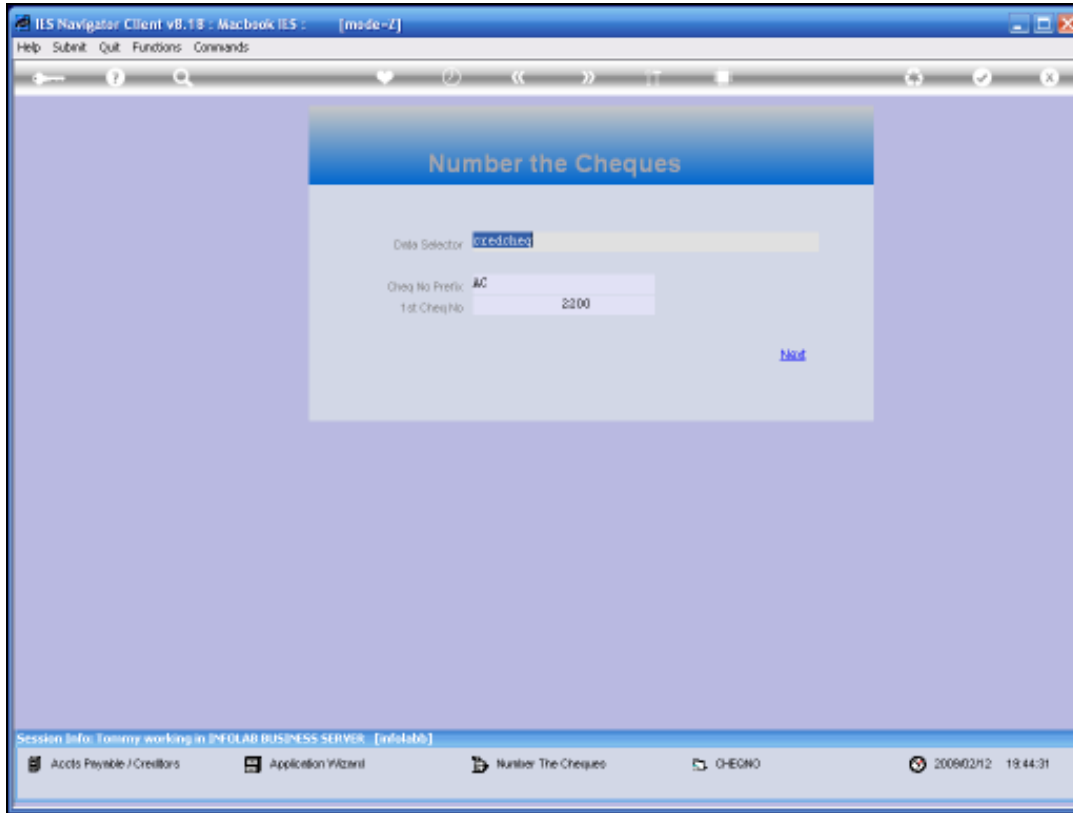


Slide 2  
Slide notes:



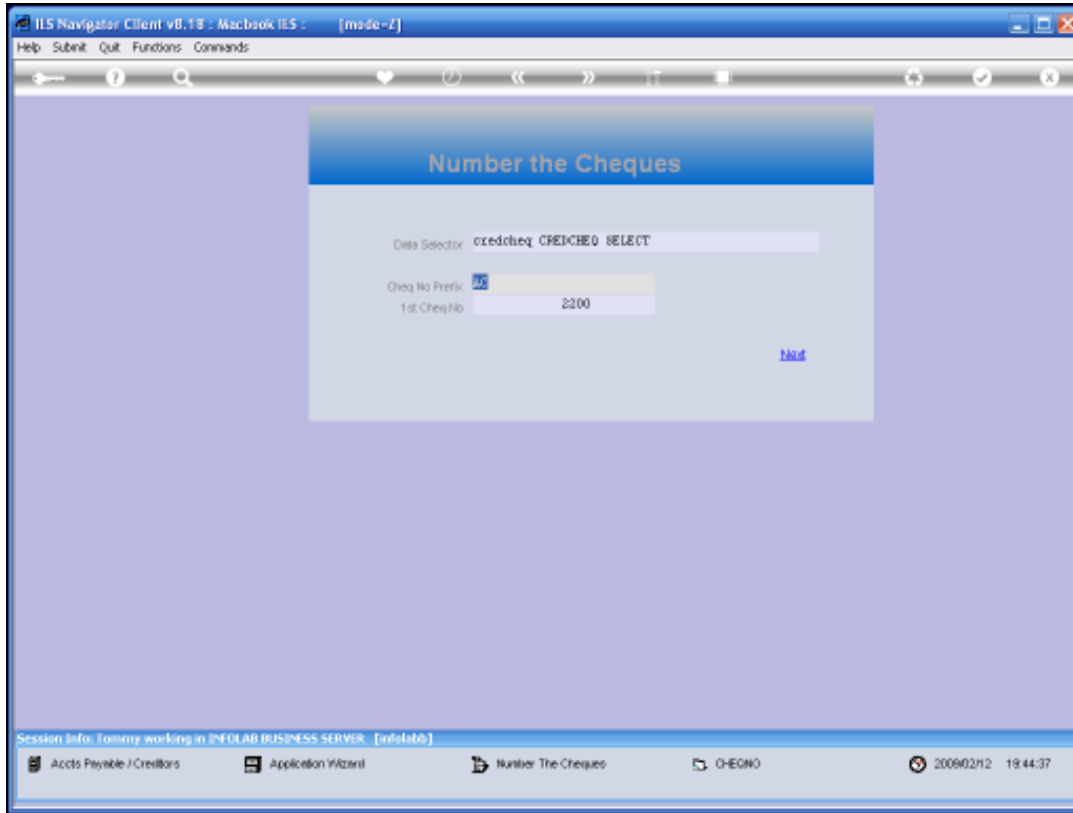
Slide 3

Slide notes: Note that we continue to use the same data selector that operates on the cheque entries file.

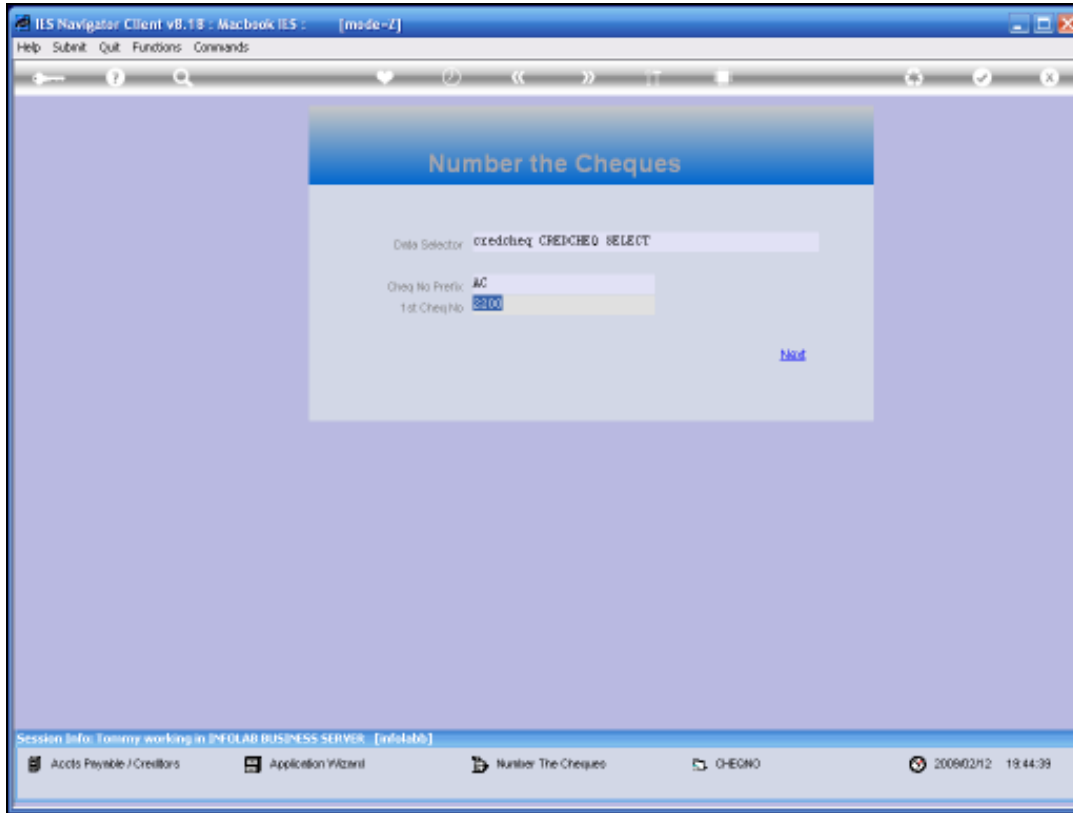


Slide 4

Slide notes: Most cheques do not have a prefix to the number, in which case we will not indicate any prefix, but in this example we are using it. That means each cheque number starts with 'AC'.



Slide 5  
Slide notes:



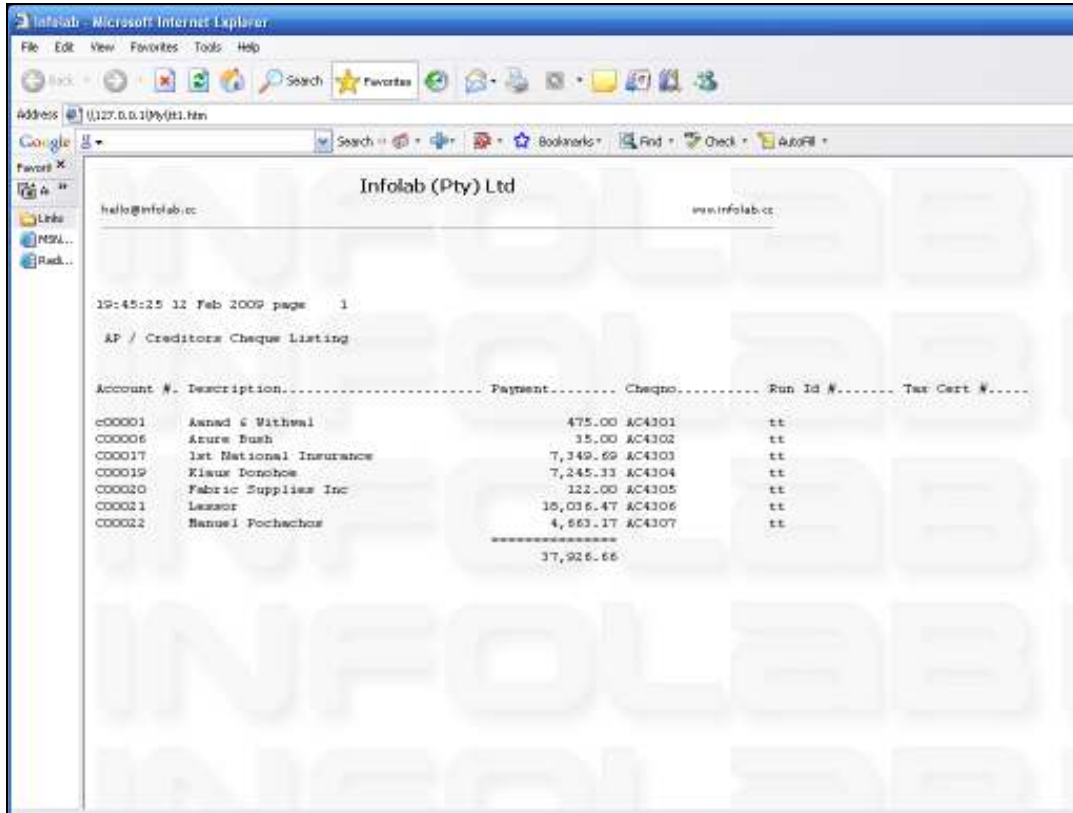
Slide 6

Slide notes: And now we just feed the 1st number that was printed during the actual printing of the cheques.



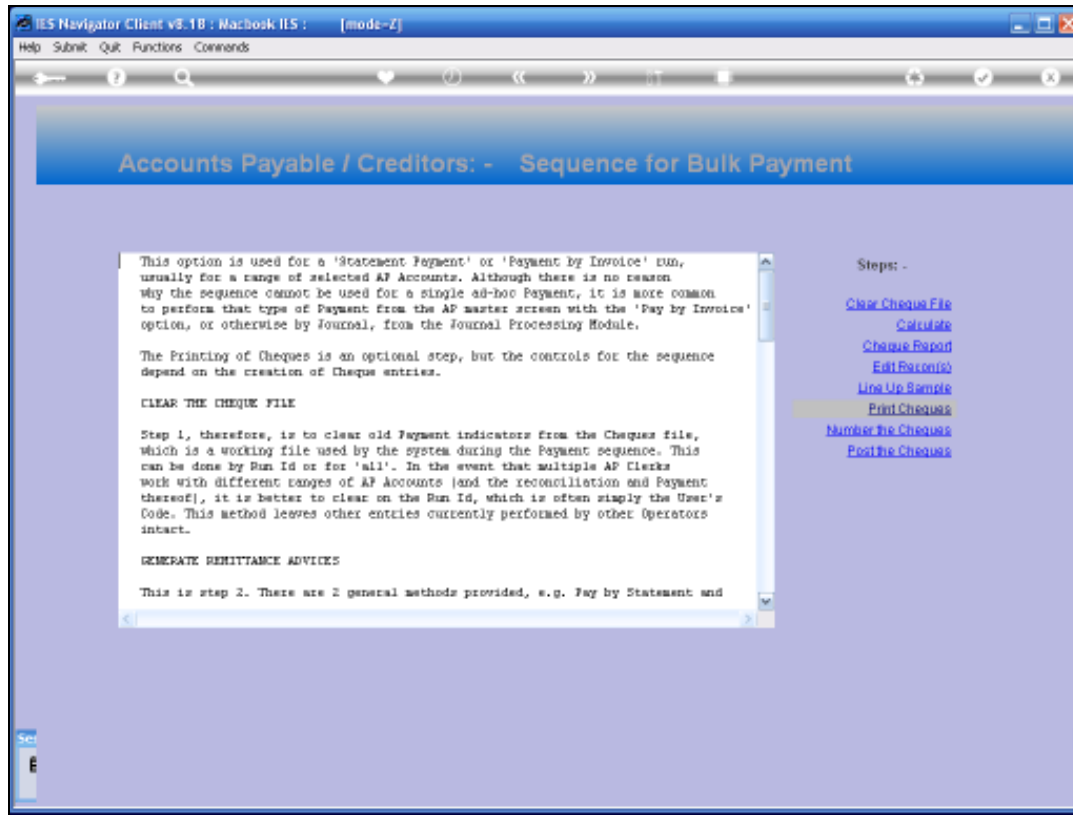






Slide 10

Slide notes: And the result, when we perform the cheque report now, will include the cheque numbers, starting with the 1st number as supplied. There is always a possibility of some spoilt cheque(s) that we have to re-print, and for such few cheques, we can correct the actual cheque number with the 'edit recon' option.



The screenshot shows a web browser window titled "IES Navigator Client v8.10: Macbook IES: [mode-Z]". The browser's address bar is empty, and the page title is "Accounts Payable / Creditors: - Sequence for Bulk Payment". The page content is as follows:

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.

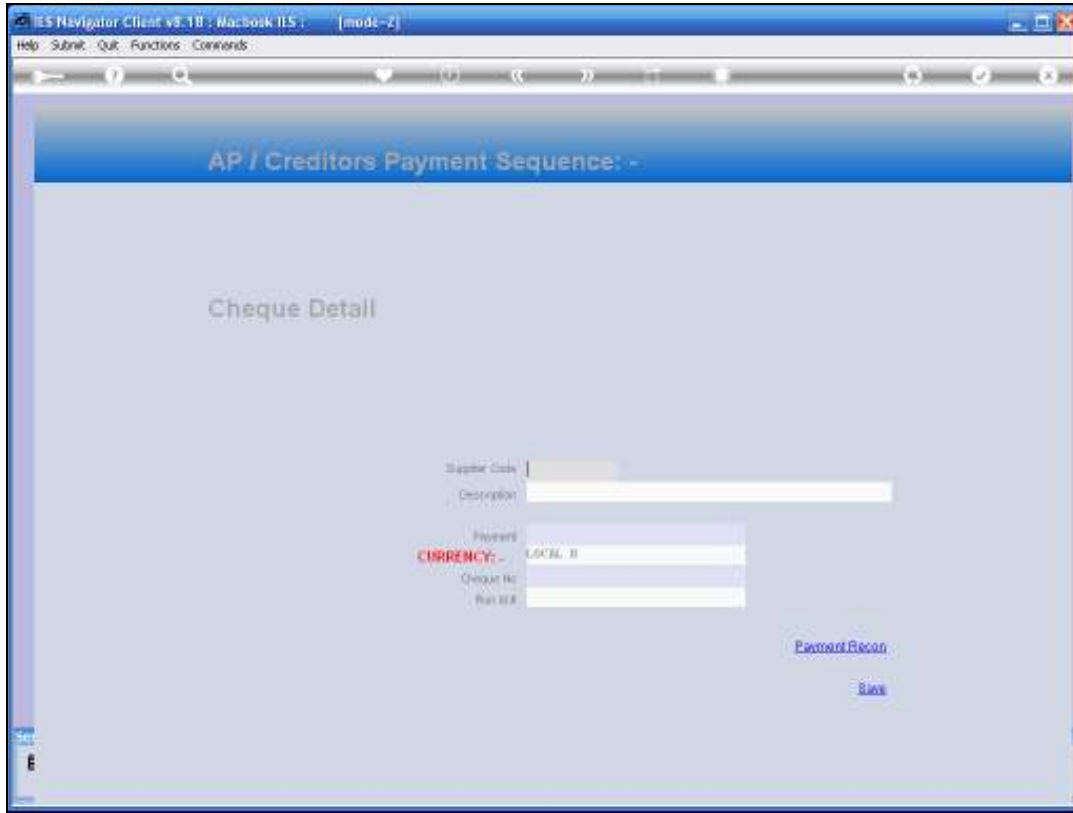
**GENERATE REMITTANCE ADVICES**

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

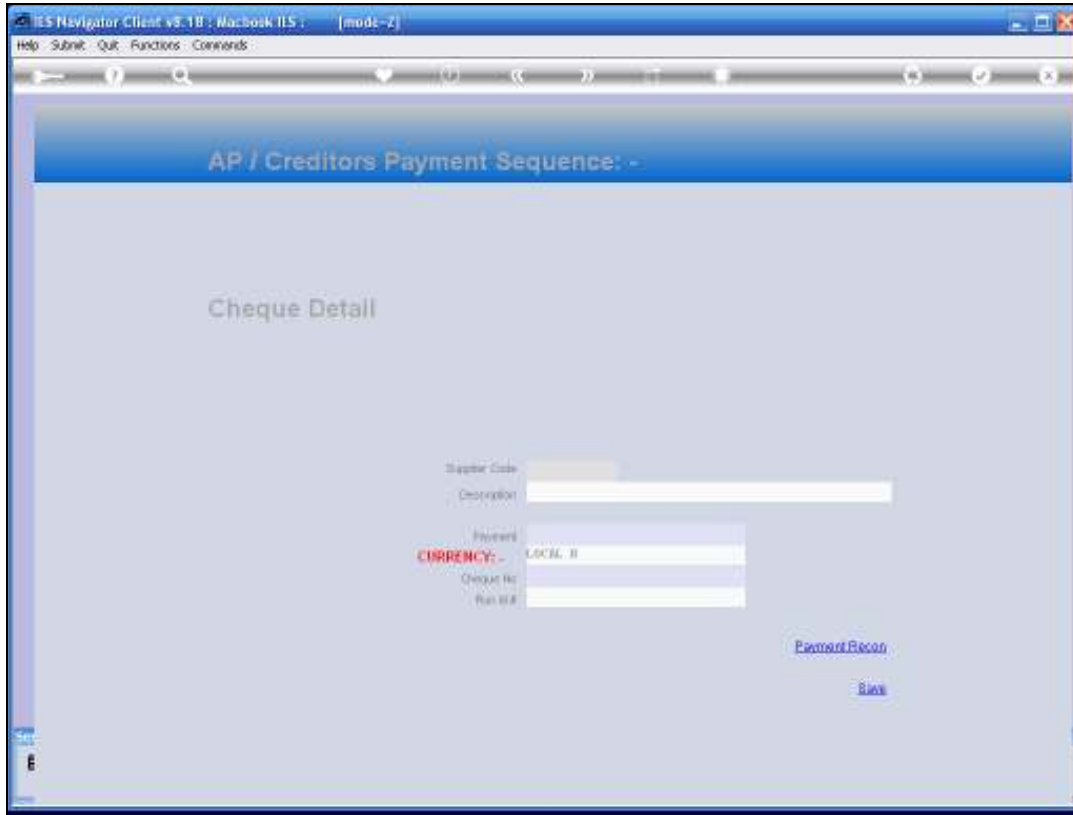
**Steps -**

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

Slide 11  
Slide notes:



Slide 12  
Slide notes:



Slide 13  
Slide notes:



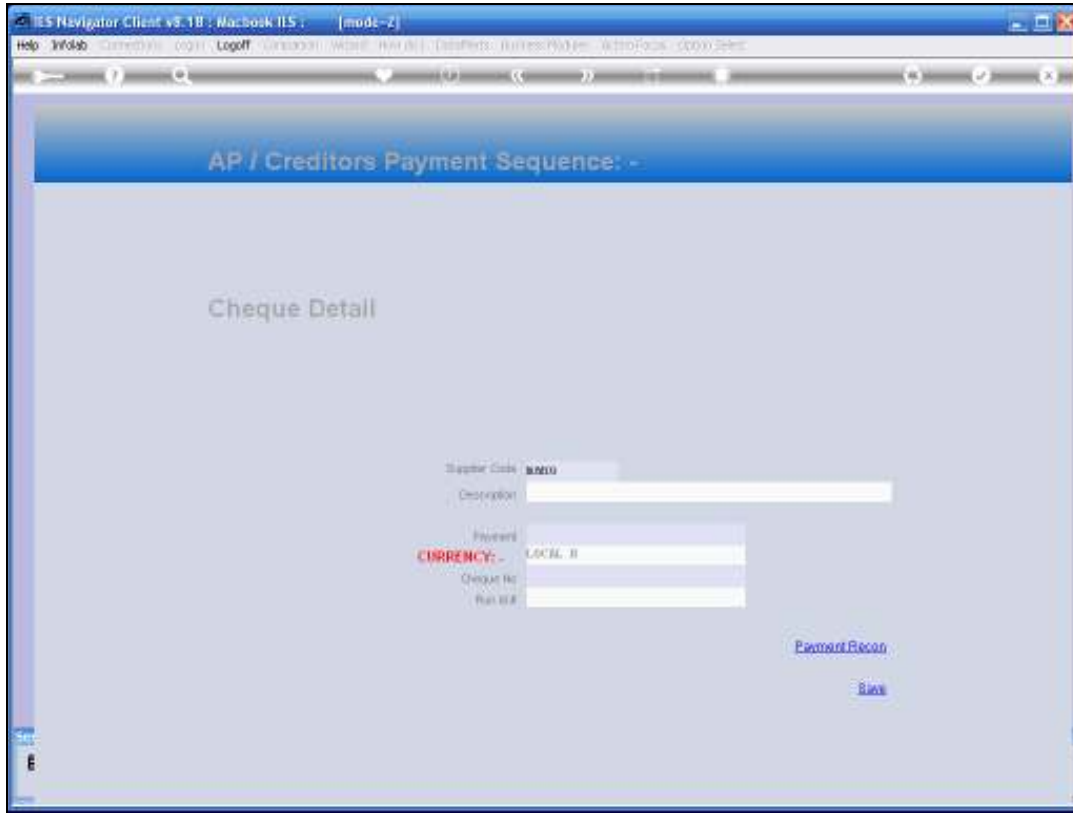
Slide 14  
Slide notes:



Slide 15  
Slide notes:



Slide 16  
Slide notes:



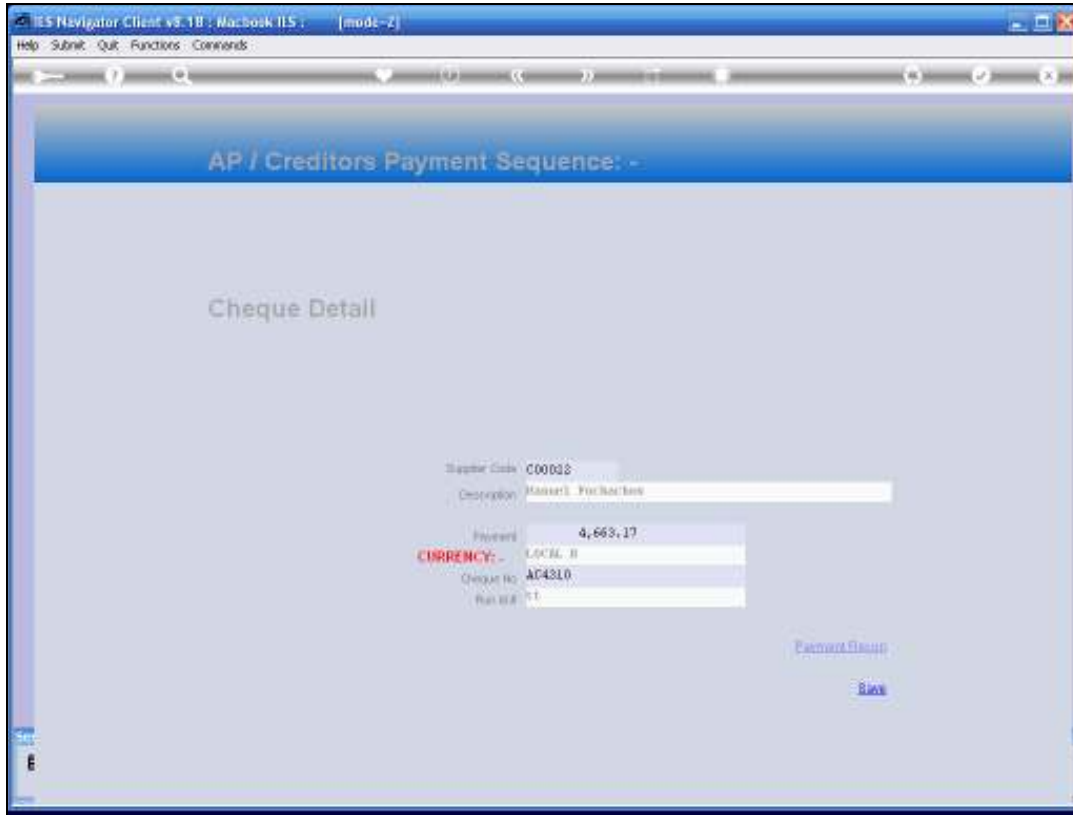
Slide 17  
Slide notes:



Slide 18  
Slide notes:



Slide 19  
Slide notes:



Slide 20

Slide notes: Now this new cheque number will be effective on the cheque report, and will be used for posting.



Slide 21  
Slide notes: