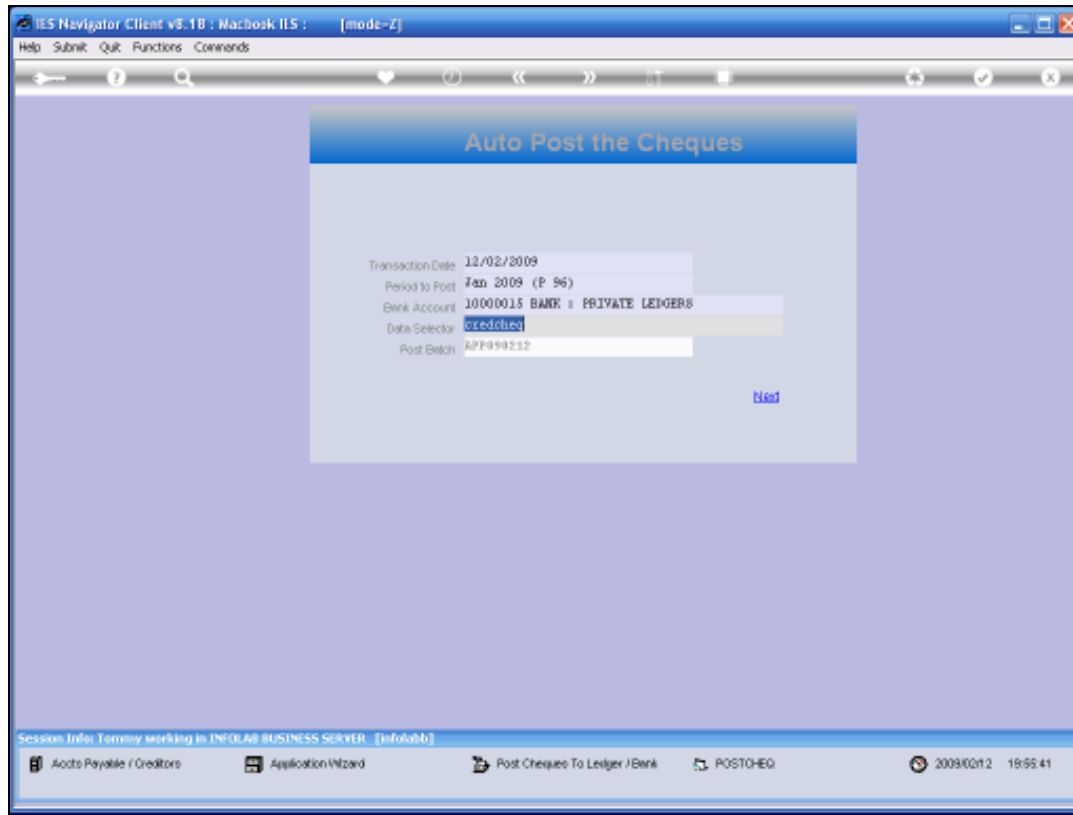


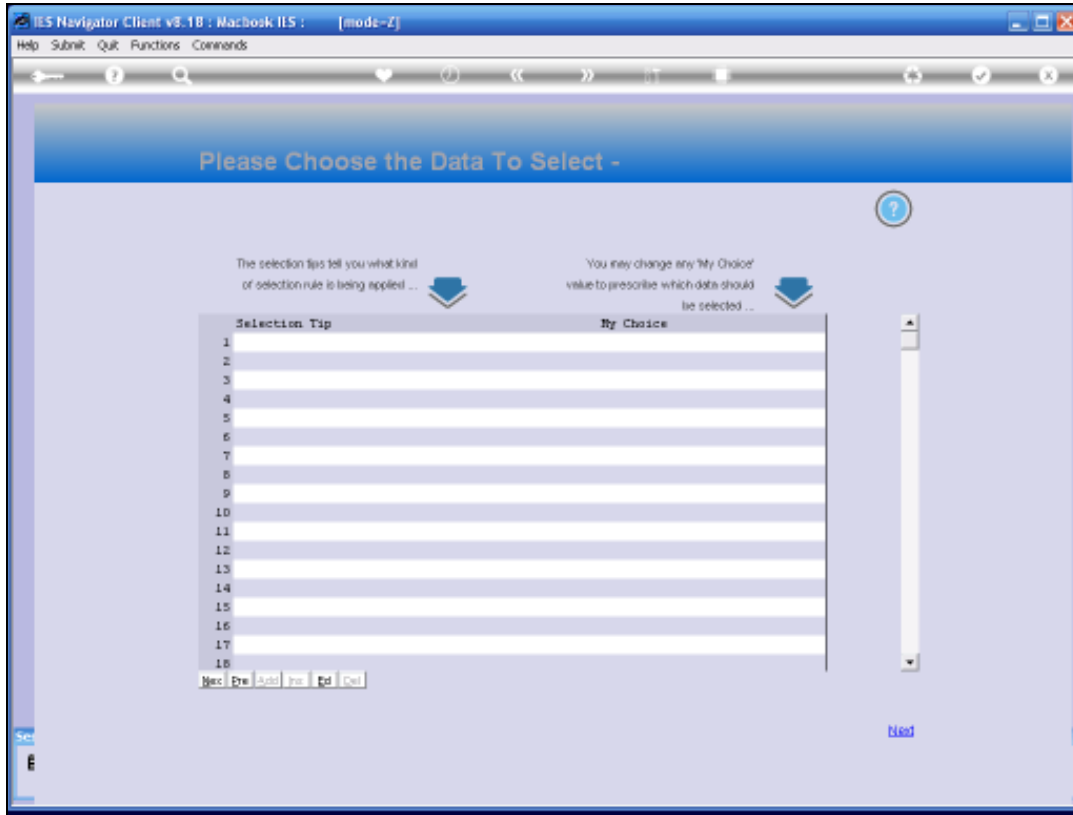
Slide 1

Slide notes: In this final step of the payment cycle, we will post the cheques. That means that the system will automatically generate the payment journal transactions and post them.



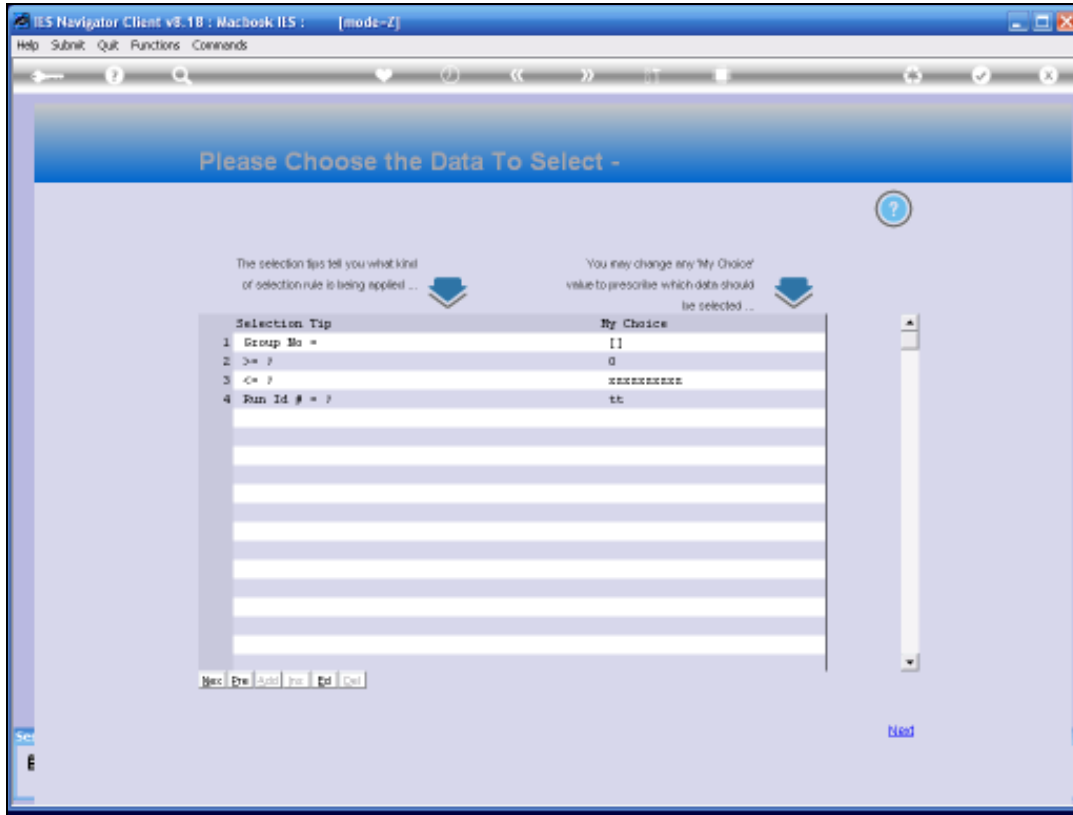
Slide 2

Slide notes: It is important now that we indicate the correct Transaction Date for the Cheques, the correct posting period and the correct Bank Account. It is also important that we have already checked the cheque report and that it now reflects the correct cheque number for each payment, because that is important for the Bank Recon. We still use the same data selector that we have used in each previous step, and the system will automatically generate a new Batch Number for this posting.



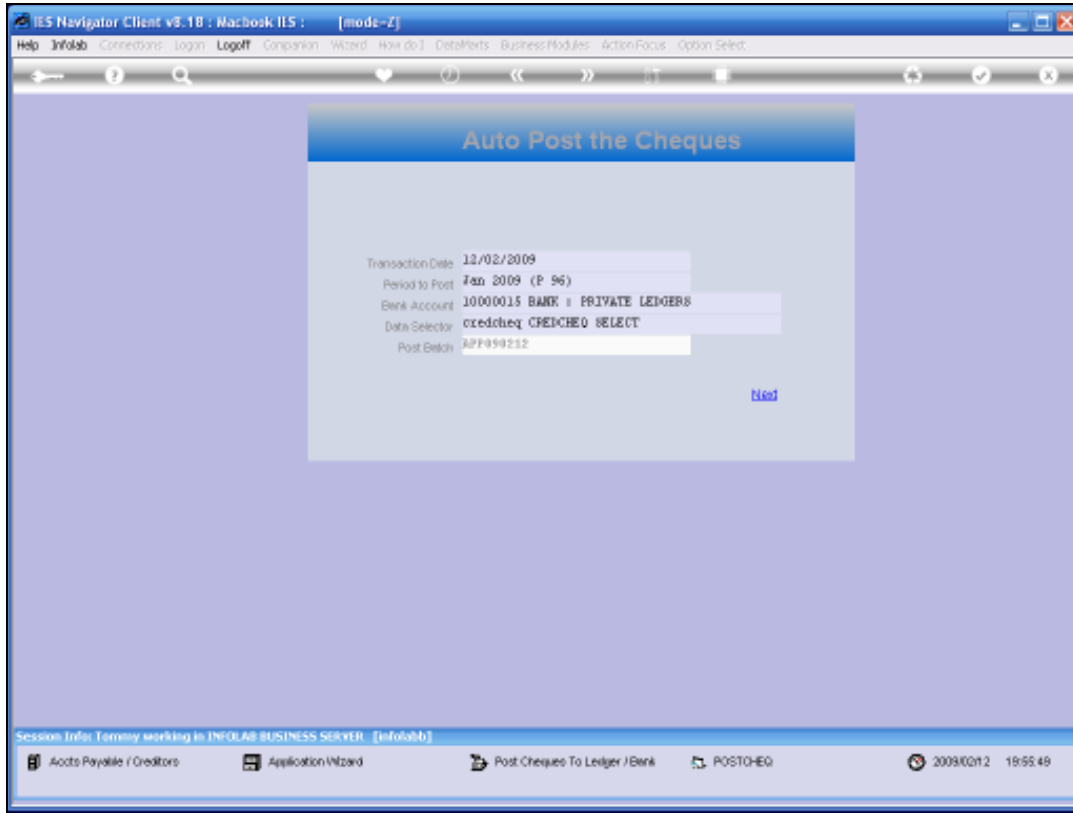
Slide 3

Slide notes:

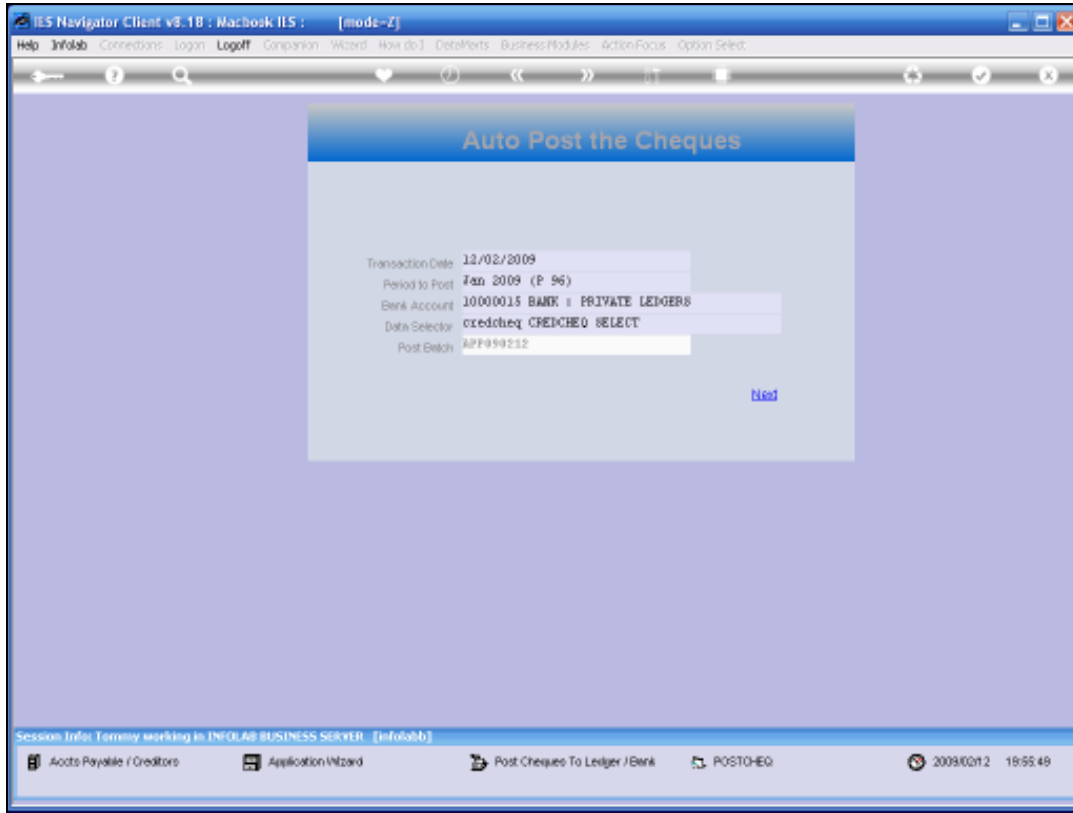


Slide 4

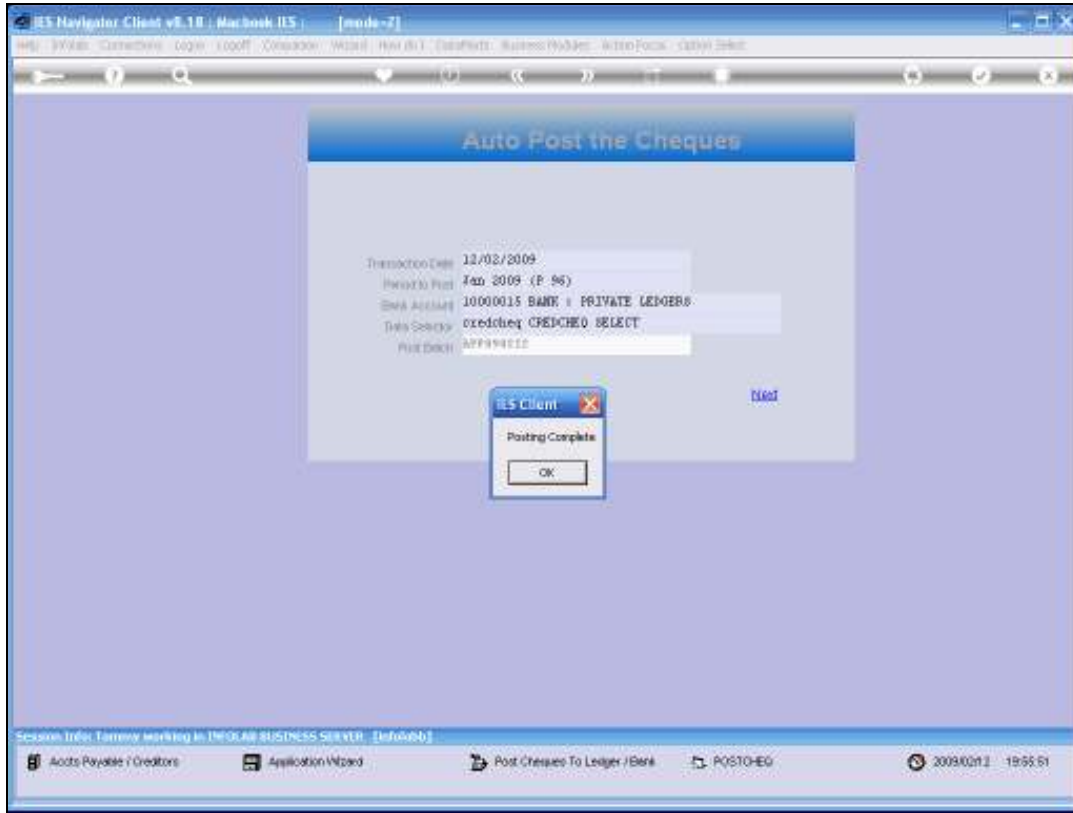
Slide notes: Note that we ensure that the correct Run Id is used for correct selection of the cheques to post.



Slide 6
Slide notes:

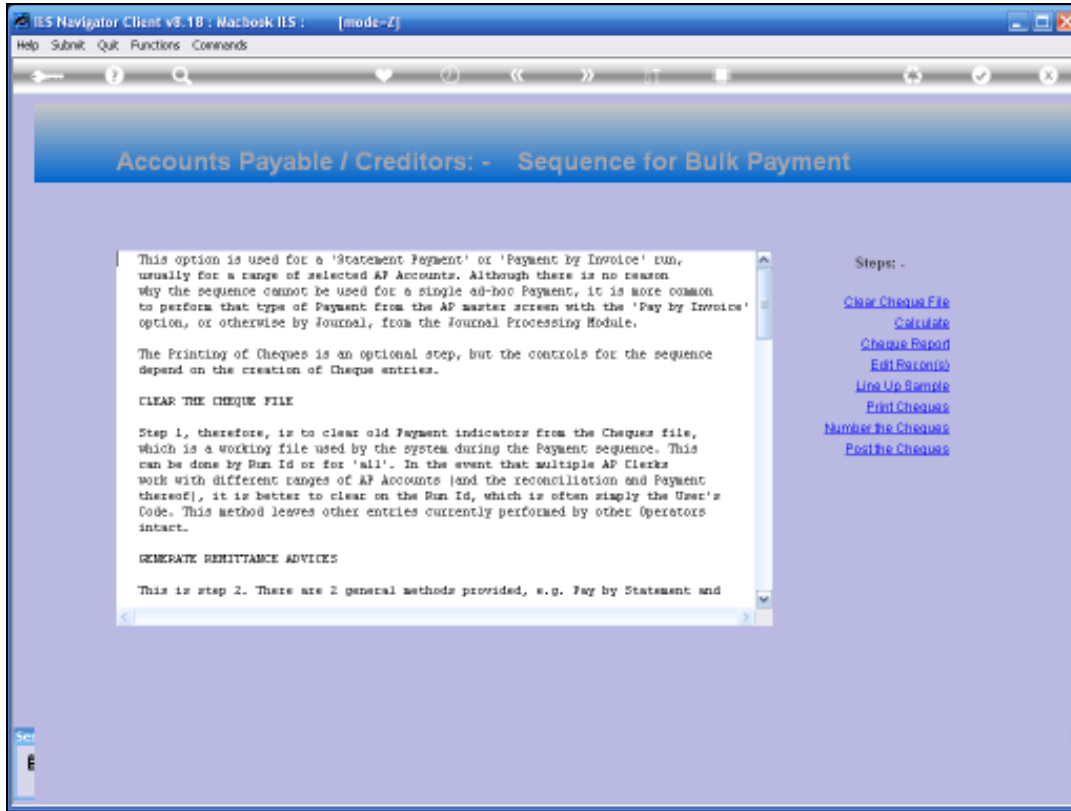


Slide 7
Slide notes:



Slide 8

Slide notes: And that is all that is required for the system to complete the process of generating and posting the payment journals.



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 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 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

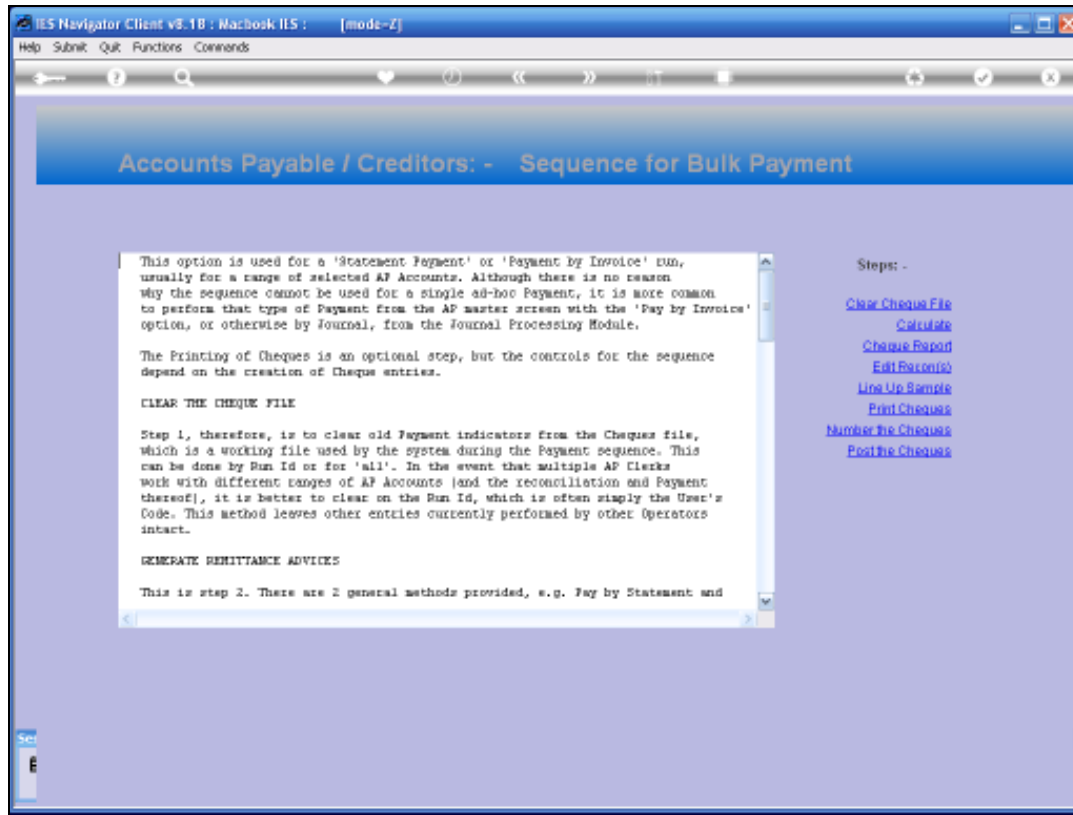
On the right side of the page, under the heading "Steps -", there is a list of links:

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

The browser's status bar at the bottom left shows "Sec" and "E".

Slide 9

Slide notes:



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.

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Steps -

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

Slide 10
Slide notes: