



Overview & Objective – The purpose of this I M & U is to demonstrate payment selection and check printing from the Accounts Payable Module. These procedures are completed by the Staff Accountant.

Initial Navigation – To navigate to Select Bills to Pay or Print Checks screens (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Accounts Payable Module
3. Under Activities, click on the [Select Bills to Pay](#) (link) or Print > [Checks](#) (link)

Payment Selection – The title “Select Bills to Pay” should appear in the upper left hand corner. Unless the User wants to filter on a vendor(s), click the [View] (button) in the upper right hand corner (presents all possible payments). The title “Pay Bills” should appear in the upper left hand corner, entry as follows:

- **Pay Method** – Choose the payment method to be used. The selection should be “Check” if checks will be printed, or “Cash” if an auto-debit was made by the vendor(s) to the bank account.
- **Bank** – Choose the applicable bank account that checks will be drawn from or the account that cash was already drawn on (in the case of an auto-debit made by vendor(s)).
- **Payment Request Method** – If ALL payments for a select vendor will be printed on a single check then choose, “Merge requests into one per vendor.” If each individual payments for a select vendor will be printed on separate checks then choose, “Generate one request per bill.” Finally, if the vendor record has been setup with a default preference select, “Use vendor preference.”
- **Set Payment Date to** – If ALL payment selections have the same payment date then input that date in the “Set Payment Date to” field. If a date is not supplied in either this field or the “Payment Date” field (see below), then today’s date will be used for all selections.
Note: It is imperative that if the “Cash” Pay Method is selected then the date of the bank auto-debit is recorded in the “Payment Date” field (see below). This is true because it is unlikely that bank auto-debit activity occurred the same day as the Intacct default date (I.E. today).
- **More (link): Payment Date** – If individual payment date selections are required input the date here.
Note: It is imperative that if the “Cash” Pay Method is selected then the date of the bank auto-debit is recorded in the “Payment Date” field. This is true because it is unlikely that bank auto-debit activity occurred the same day as the Intacct default date (I.E. today).
- **Select** – For any payment selection mark the corresponding checkbox.
- **On Selected Bills** – For each selected bill, choose the desired option to [Apply Credits], [Pay Full], [Clear Applied Credits], or [Clear Applied Payments]. For further information on applying credits see “I M & U: Applying Debit & Credit Memos.”

⇒ When all payment selections have been made click the [Save] (button) (upper right hand corner)

Check Printing – The title, “Print Checks” should appear in the upper left hand corner, proceed as follows:

- **Check Style** – Select either “Blank MICR Checks” or “Pre-Printed Checks” radio button.
- **Checking Account** - Choose the applicable bank account that checks will be draw from. This is a final override to the “Bank” selection from the screen “Pay Bills.”
- **Print** – To confirm the printing of any check mark the corresponding checkbox.
- **Print Details** – To include line-item details on any printed check mark the checkboxes “[] Stub Details.”
- **Check Memo** – For any account #'s to be printed on the check enter them in the field “Check Memo.”

⇒ Once selections are made as above, load check stock into printer and click [Print] (button)

- **Confirm Check(s) Printed Correctly** – If the checks printed correctly then mark the checkbox “Confirm/Void,” and click the [Confirm] (button) (upper right hand corner).
- **Void Check(s) Not Printed Correctly** – If the checks did not print correctly then mark the checkbox “Confirm/Void,” and click the [Void] (button) (upper right hand corner).

Overview of Process – An overview of the A/P **enter-to-pay process**:

Enter Bills/Payments ⇒ Select Bills to Pay ⇒ Approve Payments ⇒ Print Checks

Further Instruction & Use – For further information regarding Select Bills to Pay and Check Printing contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.