Direct Payment Entry

1. Create a batch and write number down
   1. Choose the vendor you are going to pay by using the drop down arrow
2. Cursor will jump to “Invoice” field - key in the invoice number
3. Tab and key “Invoice Date”
4. Tab and key in “Amount”
5. Tab to “Date to Pay” field. This is the date to pay, not the date to print the check
6. Tab to “Line Item” which will automatically populate “Line Item #1”
7. Key in Quantity Tab
8. Key in Amount Tab
9. Key in Description Tab
10. Select Account No
11. Change Cash Account
12. If you have another invoice but the same vendor click on the “Next Invoice” icon
13. If you have another vendor, click on the “Next Vendor” icon
14. If you are finished, click on “save” icon
15. Close Screen (blue x in top right hand corner)
16. Run the “Payment Request Edit List”
17. Key the batch number in the “Beginning Batch No” and the “Ending Batch No” (If you forgot to write it down, click on the Java icon (coffee cup) and choose “direct Payment Entry”. This will now show your batch number. Go back to the Payment Request Edit screen
18. The first time you run this payment request edit for the new year, put in the ending date of the school year (example your first edit request is July 5, 2013 so put the payment request date as 06/30/2014). From now on every time you run this edit, the date will stay at 6/30/2014 so you don’t have to key it again. Submit
19. Print Edit and make sure the checks are correct. If you find one that isn’t you will have to go back and edit it. Go to Direct Payment Entry, Go back into that batch and click binoculars twice. Scroll throw by using the arrows and find the check you need to edit then save. Run edit again
20. Post Payments
    1. Click on “Payment Posting” and post
21. Print School Checks
    1. Leave your regular paper & cartridge in print and print your checks (this is your copy to attach to your paperwork
    2. Put in your check stock and your MICR cartridge and print your checks
22. Post AP Check Print
    1. Put a check next to your batch
    2. Post
23. Check Registers
    1. Click on “Check Registers”
    2. Click “Print Summary Check Register”
    3. In Range 1 put in “Beginning Batch No and “Ending Batch No” Submit and Print
    4. Click on “Print Detail Check Register”
    5. In Range 1 put in “Beginning Batch No” and “Ending Batch No” Submit and Print