

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
ALL COMPANIES - GENERATING ACCOUNTS PAYABLE CHECKS		Page : 1 of 3 Date : Revision : 05/21/04
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ALL COMPANIES - GENERATING ACCOUNTS PAYABLE CHECKS

All companies use blue checks except Wrenn Air. Wrenn Air uses pink checks. All invoices must be posted by 4:00 on Wednesday of each week. The cash requirements report will be generated on Thursday morning and presented to the Controller for approval. Checks will be run for all companies on Thursday unless changed otherwise by the Controller. Checks will not be released until after 2:00 pm on Friday (unless otherwise authorized by the Controller).

❖ **Run Cash Requirements Report** for Controller to approve before checks are written.

- Reports
- Purchasing
- Analysis
- Reports: Click drop down menu / Cash Requirements
- Options: Click Std. / Click Modify
- Ranges: Click drop down menu / Click Due Date
- From: Leave 0's
- To: Enter last date invoices should be paid through. (01 & 05 dates will be through Friday of that week--03 & 04 dates will be through the following Monday
- Restrictions: Click on date inside box / Click Remove / Click Insert
- Print
- Click Close—Screen will ask if you want to save changes to this report—Click discard and then x-out.

❖ After the Controller approves the Cash Requirement report, check to see if he has put anything on hold.

❖ **Pull all invoices on Cash Requirement report before printing checks.**

❖ **Change cartridge** – put in LaserJet 4000 MICR cartridge--place checks face up in 1st tray with bottom of check facing you.

❖ **Write checks**

- Go to Dynamics
- Purchasing
- Select Checks

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- Enter Batch ID (initials, company number, CW, and the date) Add: (initials, company number, CW and the date, checks written) save.
- Due Date Cutoff – Enter Due Date (enter last date invoices are to be paid) – Tab and go to the top and click on Build Batch – this will take a few minutes to run and then the batch total will pop up – check this amount against your cash requirements report total you just ran. If you have any credits, you will need to deduct from the totals so you will balance. When you have balanced, exit out of this screen. Go To:
- Transactions/Purchasing/Print Checks – Pull up Batch ID and Print
- Choose tray 1 and click OK, Properties OK and the checks will start printing. After they have printed, carefully tear off the check stub at the bottom of the check and staple the check stub to the invoice. Then paperclip the check to the invoice along with any admittance advice that will be returned with the check. After matching all invoices and checking to make sure that every check has printed ok – select Process and the bottom of the screen and this will post the checks. Choose to cancel print #1, #2, & #3, print #4, and cancel #5.
- Make copy of print #4 (Check Register) and give 1 copy to President and original copy to Controller.
- If machine jams when printing checks – choose reprint and decide what check #'s to reenter and print (process) – where it reads “post checks”.
- Put the Check Register on top of the checks in appropriate color folder for each company. File folder colors: GCC—Yellow, GNY—Green, GMF—Blue, GCI—Red, WrennAir—Manila

TO WRITE ONE CHECK

- Purchasing
- Select Checks
- Enter Batch ID, Save and Out
- Enter – Select Vendor ID or Voucher Number
- If dates are involved you can use to and from
- Due Date None - Build Batch
- Voucher # To: From: or Due Date
- Build Batch

TO VOID A CHECK

- Select Void Historical Transactions
- Enter Documents (Check Number) From and To
- On right side of Document Number is a box. Click appropriate box.
- Click Void. This voids check and puts it back in the system to write again.

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After processing checks:

- ✓ Insure totals, payee address and staple check stub to invoice. Paper clip check to invoice and stub.
- ✓ Give checks to Controller to approve and then to Owner for signature.
- ✓ Stuff envelopes making sure that each check is signed and then meter postage.
- ✓ Mail checks after 2 o'clock on Friday afternoon, unless otherwise authorized.
- ✓ File invoices alphabetically by company in the paid AP files.