Shared Logic

Printing Manual/Instant Checks in A/P

*Article ID: 1023*

Summary: This article provides instructions on utilizing the **Accounts Payable** (A/P) system's **Manual/Instant Checks** feature.

About the Manual/Instant Checks feature

The A/P Manual/Instant Check Processing program can be used to pay for expenses and un-invoiced items. The program offers the capability to record handwritten check disbursements. Moreover, this program can print a check faster than [A/P Check Processing](), which is convenient in some scenarios. For example, when a vendor is owed an aging invoice, they may want to be paid promptly. The Manual/Instant Checks feature also comes in handy when an ATM is connected and allows you to pay on the A/P aging report.

The Manual/Instant Checks program is in the Accounts Payable module within the Tasks tab and listed under the "Miscellaneous" column, as indicated in the screenshot below.
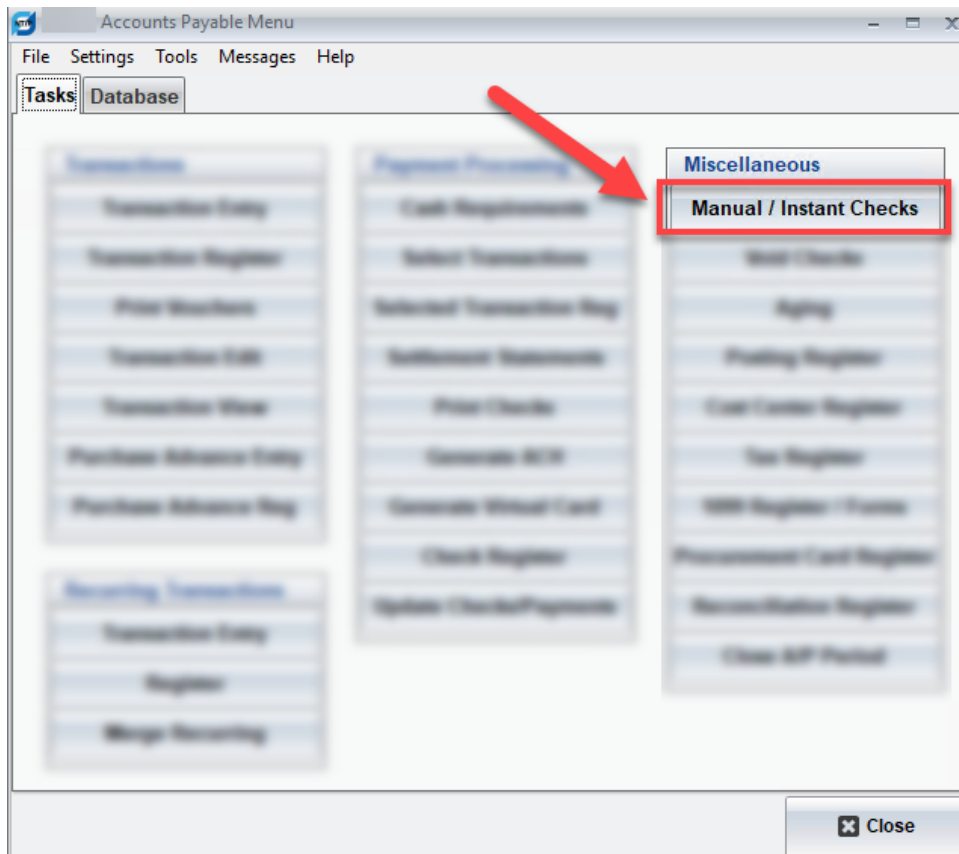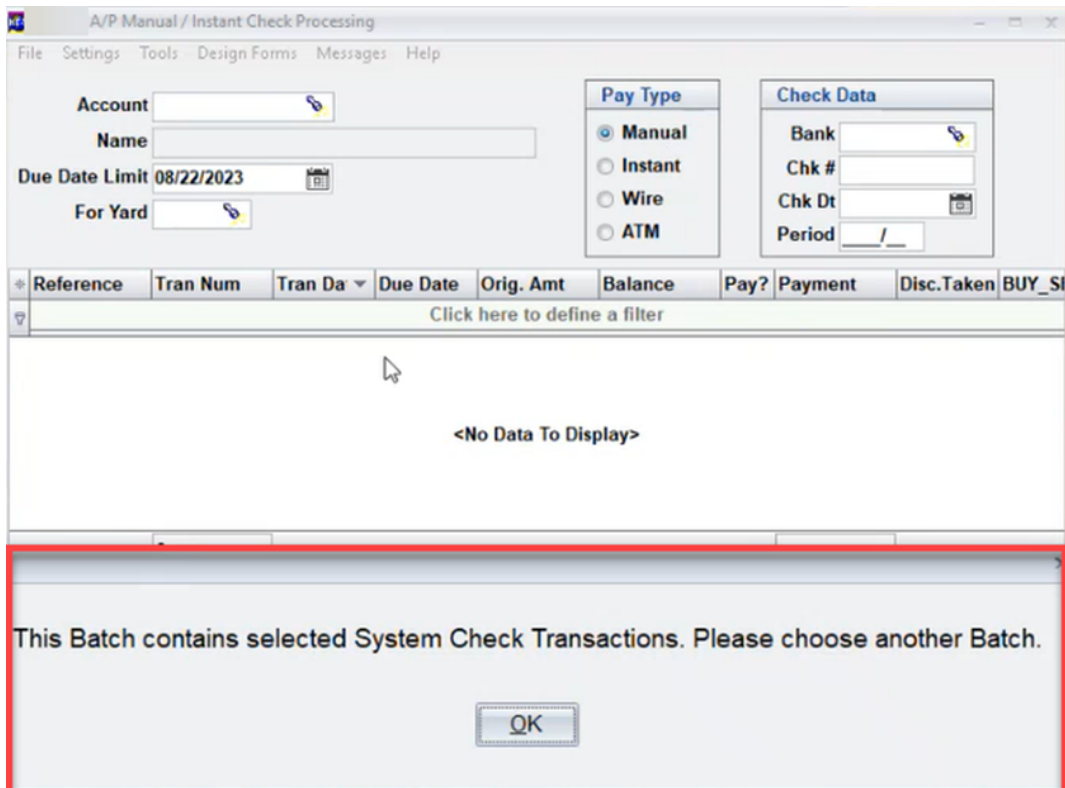
When you open the Manual/Instant Checks program, you will be asked to choose the Batch Number you want to work on. Alternatively, you can create a new Batch by selecting "New." After you've made your selection, click "OK" to open the new or existing Batch.
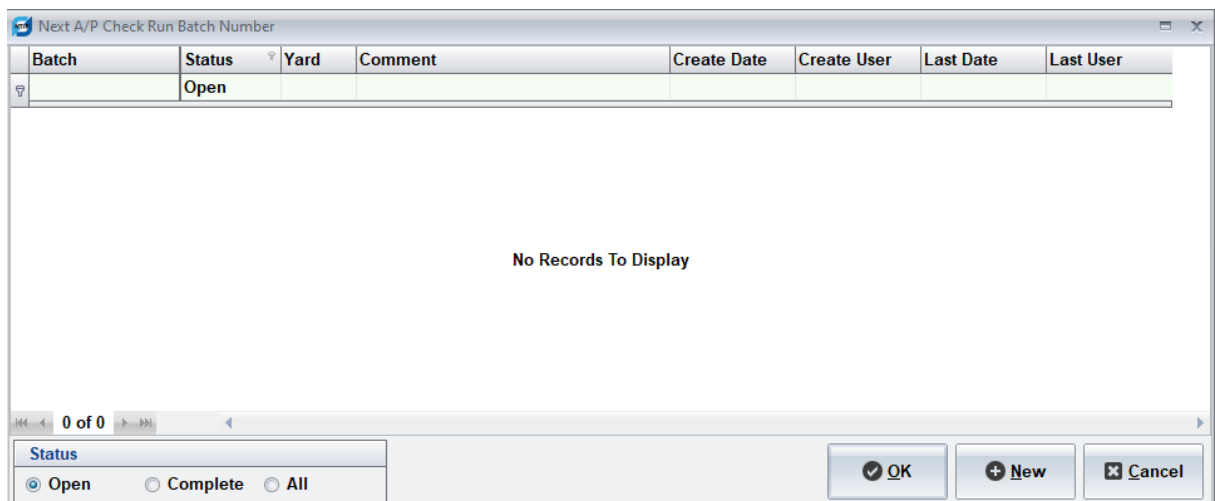
If you attempt to choose a Batch for A/P Manual or Instant Check Processing and the Batch number selected has already be utilized in the "Select Transactions" section, the Batch will be rendered unusable. You will be prompted with a message like the example shown in the screenshot provided.
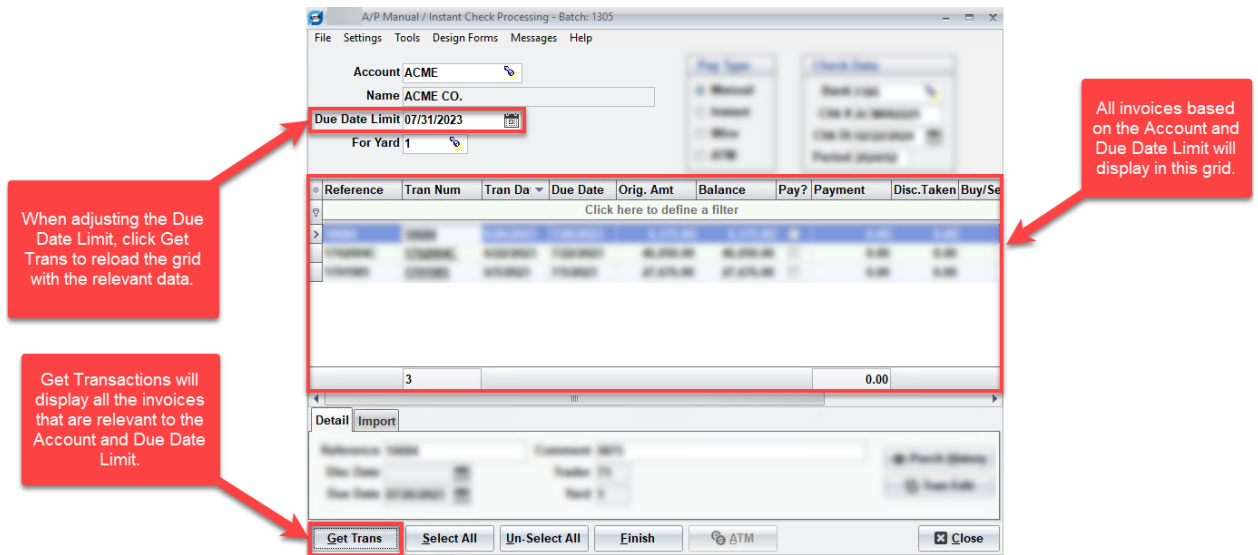
> **Note:** In this case, you must create a New Batch.

In the A/P Manual/Instant Check Processing window, you can select the Account, the Due Date Limit of the invoices you wish to pay, and the Yard (For Yard) if required. Once you have entered this information, the transactions relevant to your selection will appear in the grid below.

> **Note:** The data in the grid is initially populated based on the Due Date Limit. To reload the data to match the new Due Date Limit entered, click on the "Get Trans" button.
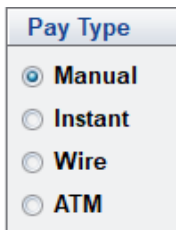
When adjusting the Due Date Limit, click Get Trans to reload the grid with the relevant data.

Get Transactions will display all the invoices that are relevant to the Account and Due Date Limit.

All invoices based on the Account and Due Date Limit will display in this grid.

Selecting the Pay Type

The Pay Type options that can be selected for Manual/ Instant Checks are Manual, Instant, Wire, and ATM.

Manual

The Manual Pay Type indicates that the initial check has been handwritten, allowing you to save a record of the handwritten transaction.
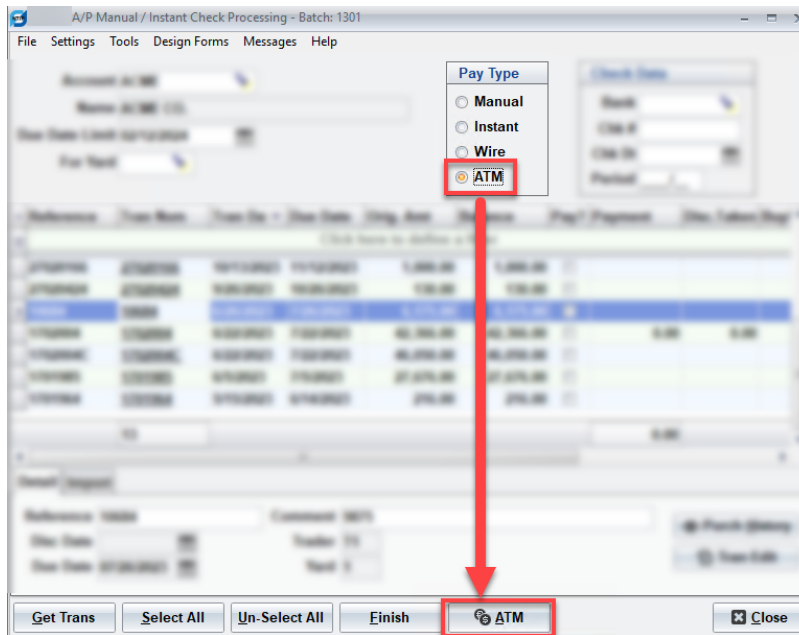
Instant

The Instant Pay Type is the only Pay Type that will generate a check to be printed immediately.
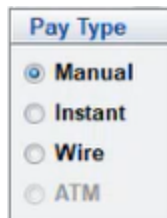
Wire

The Wire Pay Type indicates that the payment has already been wired, allowing you to save a record of the wired transaction.

ATM

The ATM Pay Type indicates that an ATM will be used to pay the invoice(s). When ATM is selected, the ATM button becomes activated, as seen in the example below.
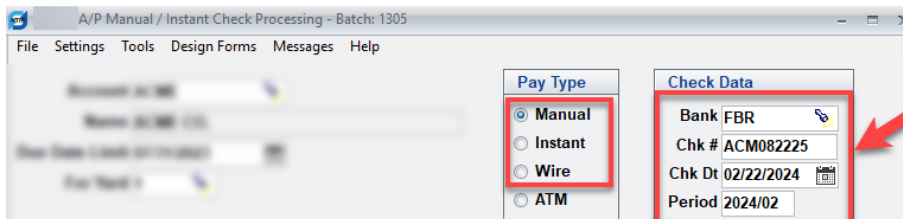

Note: The ATM Payment Type is only available if an ATM is also utilized in the Scale Receiving entry programs; otherwise, the ATM radio button will be grayed out, as seen in the example below.

Check Data

If you select "Manual," "Instant," or "Wire" Pay Type, you will need to enter the Check Data information.

When entering the Check Data, select the bank account and make a note of the Check Number (Chk#) displayed, as it will be used as a reference number while printing checks. The program will verify whether the Check Number is unique to the selected bank. The Check Date will be set to today's date by default, but it can be modified if needed. Lastly, it is crucial to ensure that the Period selected is correct.

For Manual, Instant or Wire Pay Type, the Check Data must be filled out. Be sure to make a note of the Check #.

Selecting Pay Amount

Several features make selecting the pay amount convenient. We will list these features below:

> **Note:** You will notice that the Payment Amount will automatically calculate and display in real-time as invoices are selected and deselected. You can select individual invoices by applying a checkmark in the "Pay?" option next to the invoice. Only the selected invoice(s) with "Pay?" will be calculated in the total amount paid.

The Payment Total will automatically calculate and display here.

Use the Pay? checkbox to include the invoice(s) that will be paid.

Note: Partial Payments can also be applied by modifying the Payment amount under the Payment column. In the example below, the Payment amount has been adjusted from the full amount of $27,676 to $15,000. The Payment total is automatically calculated and displayed as the new total.

The modified Payment amount.

The new total automatically updates.

Due Date Limit

You can adjust the Due Date Limit to show only invoices that are due through a specific date. This function can help you narrow down the list of transactions and enable you to select the ones you wish to pay by clicking on the "Pay?" option next to the relevant invoice(s).

Filtering invoices by Due Date can help to narrow down the amount of invoices displayed.
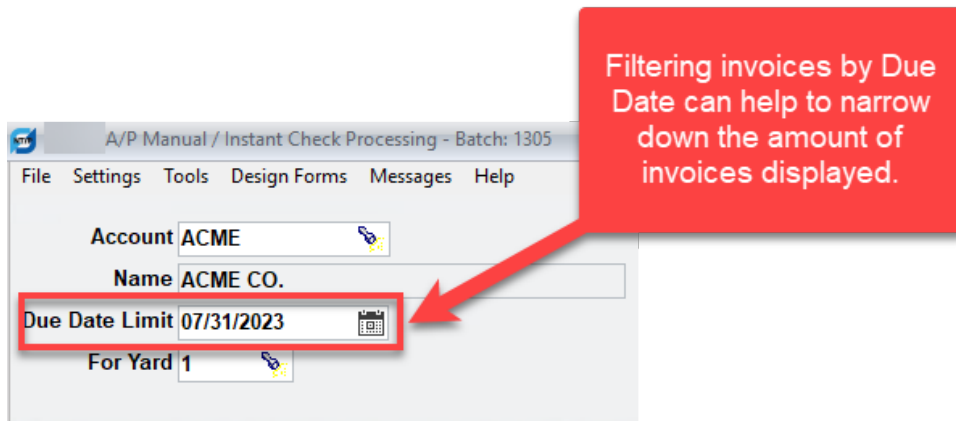
Select All

The "Select All" feature will add a checkmark to "Pay?" for all invoices displayed for a specific period or Due Date. This is a convenient way to pay for all the invoices without selecting each invoice individually.
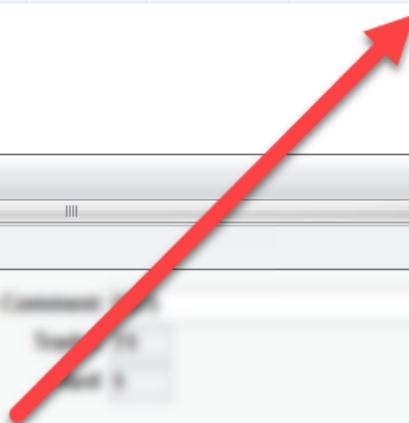
Un-Select All

The "Un-Select All" feature will remove all the checkmarks in "Pay?" for all invoices displayed for a specific period or Due Date. This is a convenient way to unselect "Pay?" for all the invoices without selecting each invoice individually.
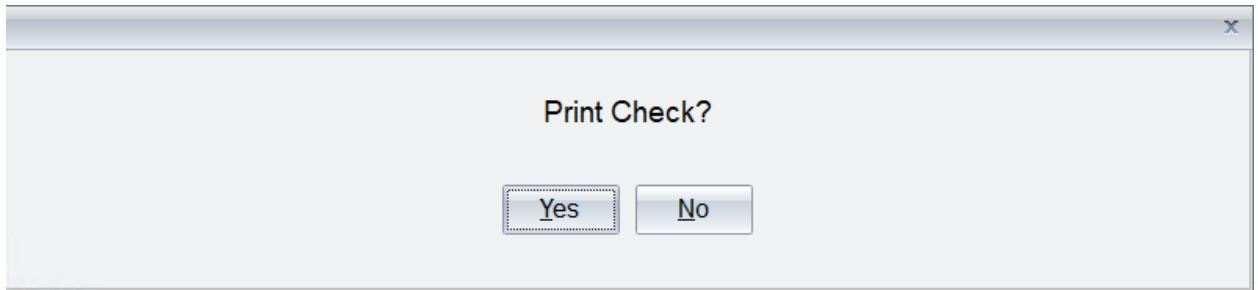
Selecting Finish

Once the invoice(s) to pay have been selected and the information has been checked to ensure accuracy, you can select the "Finish" button to complete Manual/Instant Checks.
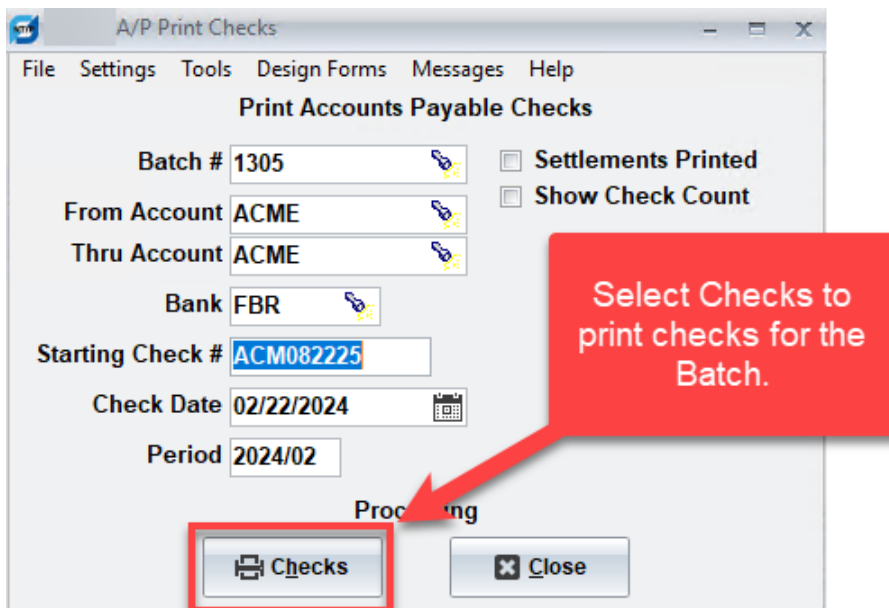

If "Instant" has been selected as the Pay Type, when you click "Finish," you will get a prompt asking if you want to "Print Check?" This prompt only appears if the Pay Type is "Instant."

When "Yes" is selected, the A/P Print Checks window opens. You can then select "Checks" to print the check.
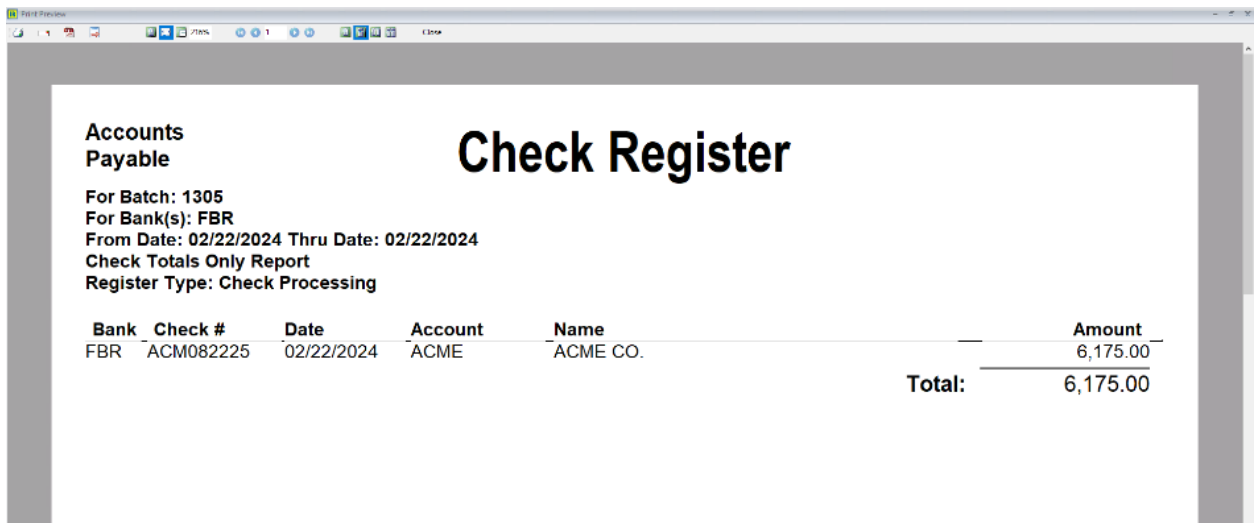

Check Register

After recording the check in the Instant/Manual Check program, confirm the payable amount by accessing the Check Register for the Batch. The report will display the payment details. Use the Check Register to check for accuracy.

The Check Register program is in the Accounts Payable module within the Tasks tab and listed under the "Payment Processing" column, as indicated in the screenshot below.
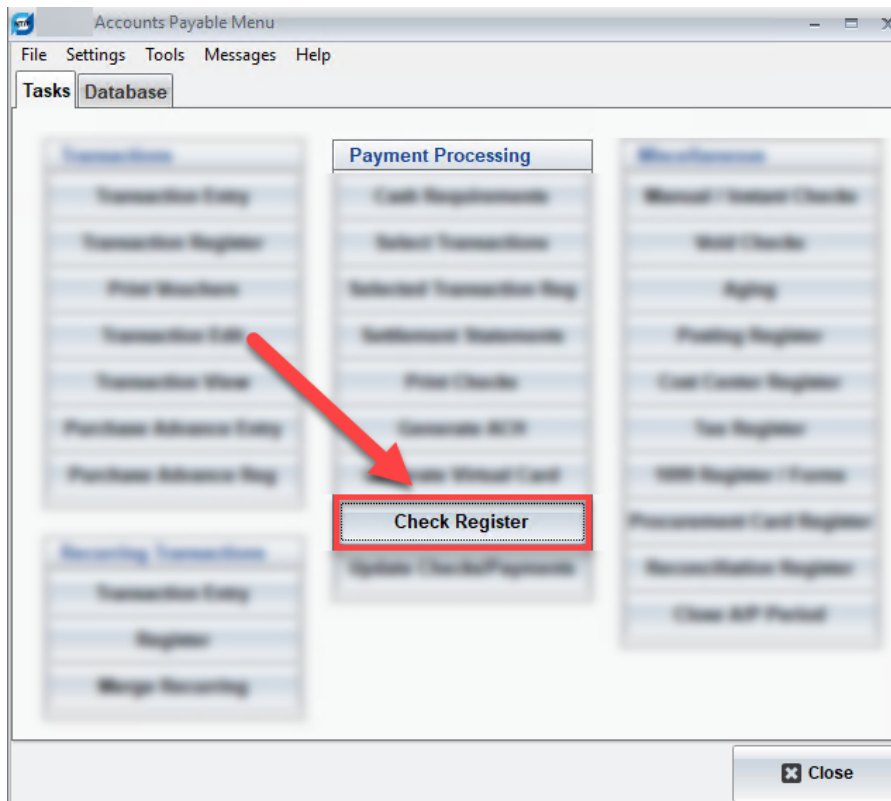
The screenshot below shows an example of the Check Register display.

Update Checks/ Payments

If you have completed the Manual/Instant Checks program tasks and everything appears accurate in the Check Register, run the Update Checks / ACH program for the relevant Batch. The "Update Checks/Payments" needs to be selected to finalize the process.

Note: Check the Aging for the Account, and you will see that the amount is no longer visible.

The Update Checks/Payments program is in the Accounts Payable module within the Tasks tab and listed under the "Payment Processing" column, as indicated in the screenshot below.
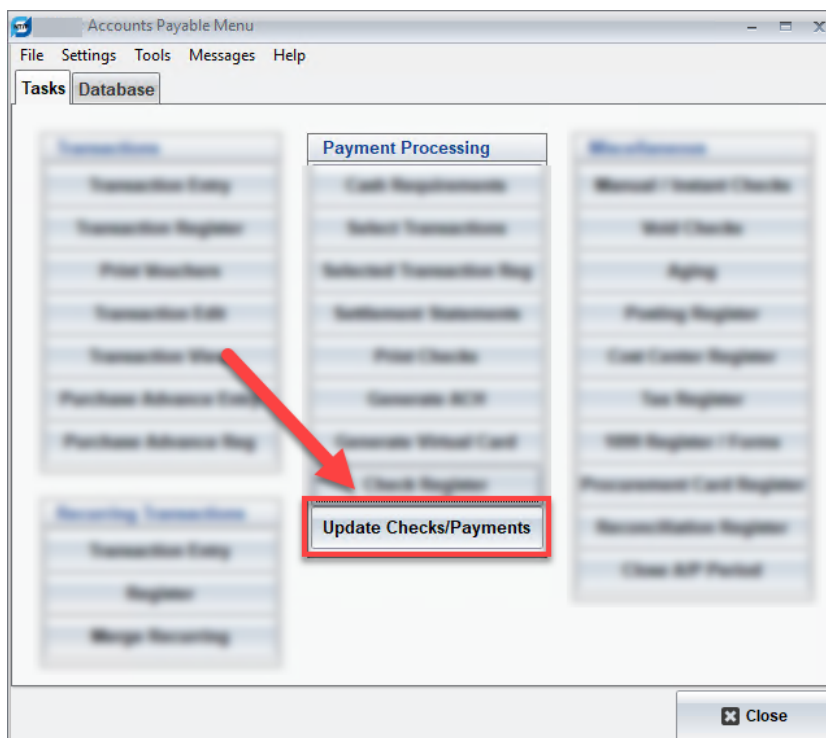
The screenshot below shows an example of the A/P Update Checks and Payments screen.
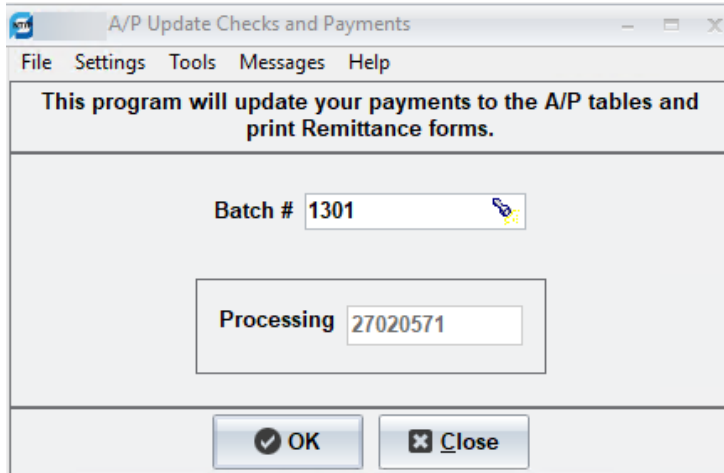
When "OK" is selected, the Batch will be processed and display the following message when the processing has been completed.