

Printing Checks To Vendors

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Checks to Vendors can be printed “on the fly” while entering or selecting bills to pay vendors, OR they can be printed in batches. This Help document will first describe printing checks in batches, followed by how to print checks “on the fly”.

To print checks in batches, FIRST use the features to ‘Select Bills To Pay’ described in a separate Help document. Then use the ‘Vendor Bills/Checks’ button under ‘Task Menu’ on the Navigation/Home window. On the ‘Payables Selections’ window, use the ‘Print Checks’ button.

Index -> [Check - Print Checks](#)

OR, start typing ‘Check..’ in the ‘Index’ field on the Navigation/Home window and press your Enter key. Then use the ‘Print Checks’ button.

Payables Selections: Add/Edit Vendor Bills and Payables Checks

Post NEW Vendor Bills and Credit Card Charges (VB in index)

Review / Edit POSTED Vendor Bills and Ledgers (VL in index)

Set Up or Post RECURRING Bills (RR in index)

Go To Payables/Vendors Management Window

Select POSTED Bills For Printing Checks: (There are 2 Options.)

1-Select Individual Bills to Pay

OR

2-Select Groups of Bills to Pay

Then-> **Print Checks** Waivers of Lien

HINT: Posting Cash Transfers

Void Checks

Some Hints:

- [Credits / Refunds from Vendors](#)
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- [Posting Cash Deductions: Like Debit Card Charges, Bank Fees, etc.](#)
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REPORTS

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Printing Checks In Batches

Payables Selections: Add/Edit Vendor Bills and P

Post NEW Vendor Bills and Credit Card Charges (VB in index)

Review / Edit POSTED Vendor Bills and Ledgers (VL in index)

Set RECUR

Select POSTED Bills For Printing Checks: (There are 2 Options.)

1-Select Individual Bills to Pay

OR

2-Select Groups of Bills to Pay

Then->

Print Checks

Waivers of Lien

Before printing a Batch of Checks, Vendor invoices must to selected TO PAY as described in Help Documents about selecting invoices TO PAY.

After selecting invoices TO PAY, use the 'Print Checks' button. The window shown below will open. The '**Limit Ranges For Processing Checks**' can be used to select criteria to limit the 'TO PAY' invoices that will be included on the checks. For example, you may have selected several invoices TO PAY for different vendors, but need to quickly print a check for one vendor. In that case, the appropriate vendor can be selected in the 'From' and 'To' fields on the window. OR, if you have different departments (or divisions) set up in your company, it may be necessary to print checks for one department at a time using different checking accounts. In that case, select the appropriate department in the 'From' and 'To' Fields.

Selecting criteria in the 'From' and 'To' ranges is NOT necessary if checks should be printed for all invoices that have been selected TO PAY.

After criteria has been selected on the 'Limit Ranges...' window (OR not), use the '**Continue**' button to go to the next window.

Continue to the next page.

LIMIT RANGES FOR PROCESSING CHECKS

If needed, limit the checks that will print by selecting criteria in the From and To Ranges below. To process checks for ALL that have been selected TO PAY, just leave the ranges as they are and use the button labeled "Continue".

	From	To
Vendors	0	ZZZZZZZZZZ
G/L Accounts	0	ZZZZZZZZZZ
Jobs	0	ZZZZZZZZZZ
Departments	REM	REM
Vendor Types	0	CH OH PM01 PM02 PM03 RE REM SPEC

NOTE: The only vendors that will show up in the drop down boxes will be ones that have been selected TO PAY, UNLESS the vendor's Status has

Custom Homes
Overhead
Property Mgt - 1000 Broadway
Property Mgt - 5000 Silver St.
Property Mgt - 16000 Belleview
Real Estate Sales
Remodeling
Specs

Continue

Printing Checks In Batches - continued

SELECT BANK/CASH ACCOUNT

Cash Account - >

The cash accounts available are ones marked as "Yes" for Cash Account? when setting up the Chart of Accounts.

Click this button to mark the selected Cash Account as the "default" cash account. Then CHS will supply that cash account each time this window opens.

The 'Select Bank/Cash Account' window will open after using the 'Continue' button shown on the previous page. Use this window to select the 'Cash Account' (checking account) that the checks should be posted to on your books. After selecting the appropriate Cash Account, click the 'Continue' button.

NOTE: You CAN set up a 'default' bank account on your Company Master that will automatically drop in as the Cash Account on the window shown on the left.

RMATION		<input type="button" value="Print"/> <input type="button" value="Help"/> <input type="button" value="Home"/> <input type="button" value="Close"/>
Default Bank Account	1020-CASH-CONSTRUC	db
Select Default Check Style	TOP CHECK 1	

Enter Starting Check Number and Date for Checks

Date On Checks - >	02/28/07
Starting Check Number - >	11653

1020 CASH-CONSTRUCTION CHECKING

Report of Invoices
Selected To Pay for
Current Check Run

Print Checks

Previous Check #'s for Cash Account (Descending by Check Number)		
11652	AUSSTAR	1/18/2007
11651	KINGTAMARA	8/16/2006
11650	SMITHAPR	8/10/2006
11649	KINGTAMARA	8/10/2006
11648	FRANCISJ	8/10/2006
11647	SMITHAPR	8/5/2006
11646	KINGTAMARA	8/5/2006
11645	FRANCISJ	8/5/2006
11644	IsVoid	FRANCISJ
11643	FANTASTI	7/16/2006

Date on Checks - Enter the date that should be printed on the checks AND that will be used to post the checks in your accounting records. Enter the date as six digits. (Ex: for Feb 20, 2007, enter 022007)

Starting Check Number - Enter the FIRST check number of the checks that will be printed. The program will use this number to begin the check run and will mark PAID invoices with consecutive check numbers based on this starting number. Note: It can be helpful to review the list of 'Previous Checks for Cash Account' shown on the window.

Report of Invoices Selected To Pay for Current Check Run - To review the invoices that will be included in the check run, use this button to open a report of those invoices.

Print Checks - Use this button to open the window described on the following page.

Printing Checks In Batches - continued

Enter Starting Check Number and Date for Checks

Date On Checks - >	02/28/07
Starting Check Number - >	11653

1020 CASH-CONSTRUCTION CHECKING

[Report of Invoices Selected To Pay for Current Check Run](#) [Print Checks](#) [BACK](#)

After using the 'Print Checks' button, a window will open that asks 'Are Checks Loaded in Printer?' to remind you to load the checks.

The window also has a field for selecting the 'Check Style'. There are 4 check styles available to use. To preview the different styles, try using the 'Preview Checks/Page Setup' button. That button will display the checks in report style for you. Checks CAN be directly printed from the report window by using the Print button on the report toolbar. Also, top and bottom margins can be adjusted on the report window if the text needs to be set higher or lower for placement on your checks.

If the button labeled 'Yes, Checks are in Printer. Print Regular Checks.' is used, the checks will automatically print without a preview.

Continue to the next page.....

ARE CHECKS LOADED IN PRINTER?

Check Printing Company: Dynamic Systems, Inc. 800-782-2946. Our style recommendation for the order is "Top Check 1".

Select Check Style:
TOP CHECK 1

Memo that will print on ALL checks printed in this batch. (OPTIONAL)

IMPORTANT! If you use the 'Yes, Checks are in Printer..' button below, the checks will automatically print to your default printer! If you need to change printers, use the 'Preview Checks..' button and print them from the preview page. Then use the 'Print' button on the toolbar to select the correct printer!

Yes, Checks are in Printer. Automatically Print Regular Checks.

***OR, PREVIEW Checks first.**

Do Not Print Checks

Total Number of Checks to Be Printed: 7

*HINT: To preview the checks before they print (OR to post checks that will not be printed), use the "Preview Checks" button to view the checks on the screen. After viewing, you can use the Close button on the report toolbar and then select NO for posting the checks. OR, they can be printed using the Print button on the report toolbar. IF they should be posted, but not printed, use the Close button on the report toolbar and then select YES for the posting the checks. (This can be handy if NO for posting was accidentally selected after printing checks previously.)

NOTE: You can set up a Check Style that will 'default' into the 'Check Style' field on the window shown above by opening your 'Company Master' window from the Home navigation window. See Help documents available on that window.

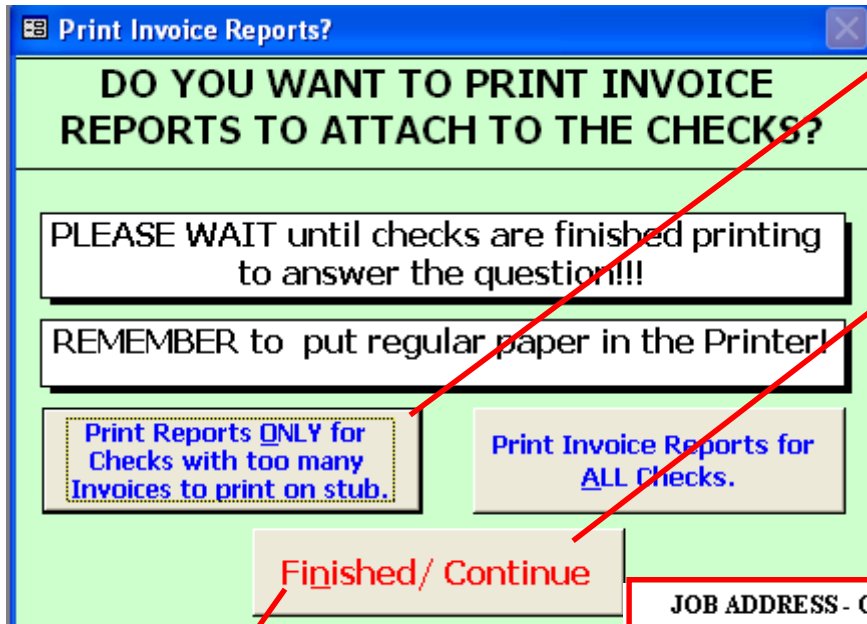
SETUP COMPANY MASTER INFORMATION

C:\CHS 2006 Programs\Demo Data for CHS 2006\CHS2006DemoData.mdb

COMPANY NAME	Fantastic Builders, Inc.	Default Bank Account	1020-CASH-CONSTRUC
STREET ADD	1000 SOMEWHERE DR.	Select Default Check Style	TOP CHECK 1
CITY	Austin	Check Printing Company: Dynamic Systems, Inc. 800-782-2946 (We recommend Top Check 1.)	
STATE	TX		

Printing Checks In Batches - continued

IF more invoices have been selected than can be printed on a check stub, the program will print a large note on the check stub that there were too many invoices to print on the stub. Since there is that possibility, the next window to open after printing checks is the one shown below.

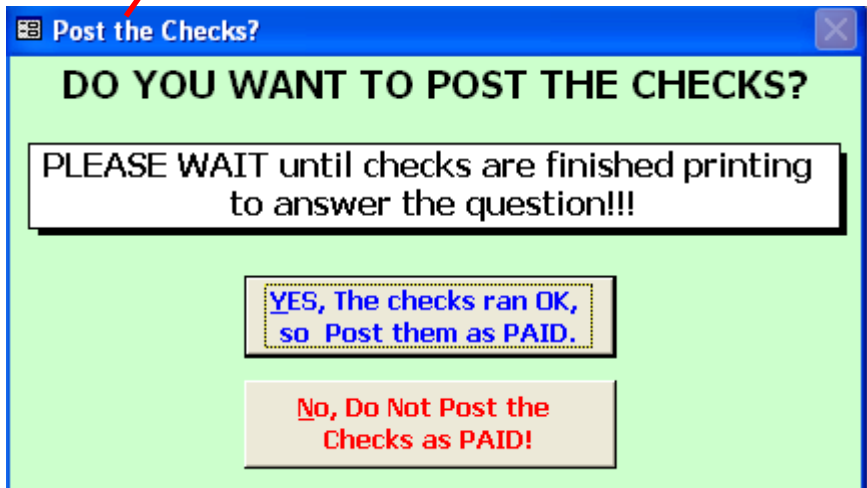


By using the button labeled '**Print Reports ONLY for Checks with too many Invoices to print on stub.**', you can print a report of all invoices paid a check that could not display all invoices on its stub. That report can be attached to the checks when it is sent to the vendor.

If you do not need to print reports of invoices paid with the checks, use the '**Finished/ Continue**' button.

Here is an example of the invoice information that will print on a check stub.

JOB ADDRESS - COST CATEGORY	Inv Date	Invoice #	GL Num	Amount
H11RIVER-11 RIVER RUN-3110 Materials-Floors/Walls	8/25/2006	3110 8252006	1430	\$100.00
H11RIVER-11 RIVER RUN-4550 Interior Close Doors	2/27/2007	4550 2272007	1430	\$144.00
TEST1-2900 Gibson St.-3110 Materials-Floors/Walls	10/4/2006	3110 1042006	1430	\$2,354.80



POSTING THE CHECKS - After the checks have been processed (either printed or previewed), a pop up window will open to verify that the checks printed properly before posting them. If the button labeled "**Yes, the checks ran OK, so Post them as Paid.**" is used, the program will post the appropriate Cash activity entries to your accounting records AND will attach Check Numbers and a PAID status to the invoices that were included on the checks.

If the button labeled "**No, Do Not Post the Checks As Paid**" is used, the program will NOT post the payment entries to your books, and will NOT mark the invoice entries as Paid. The invoices will remain in a TO PAY status so the checks can be reprinted, if necessary.

After the checks are posted as PAID, the window shown on the next page will open. Continue to the next page.

Printing Checks In Batches - continued

After the button is used to Post the Checks (as shown on the previous page), the window shown here will open. The program will calculate the **Resulting Cash Balance** in the checking account selected for printing the checks.

There is also a button available to '**Print List of Checks Processed today for Above Account**'. Using that button will open a 'List of AP Checks' report.

The List of AP Checks report can also be opened by typing '**LC**' for '**LC - List of Checks**' in the Index field on the Navigation/Home window to open a window for reviewing checks. See the separate Help Document about Lists of Checks on that window.

Index-> LC - List of Checks

CHECKS POSTED AND CASH BALANCE

The checks have been posted to the cash account below!

1020
 CASH-CONSTRUCTION CHECKING

Resulting Cash Balance

\$97,504.06

Print List of Checks Processed Today for Above Account -
 REMEMBER TO TAKE CHECKS OUT OF PRINTER FIRST!






Close, Do Not Print List of Checks

LIST OF AP CHECKS

28-Feb-07

CHECK #	CASH#	DATE	VNDR ID	VENDOR NAME	AMOUNT
11653	1020	28-Feb-07	AUSSTAR	AUSTIN STAR ROOFING	\$2,623.80
11654	1020	28-Feb-07	BRIGHTON	BRIGHTON CUSTOM PAINT	\$550.00
11655	1020	28-Feb-07	SWBELL	SOUTHWESTERN BELL TELEPHONE	\$31.85
11656	1020	28-Feb-07	SWBYPS	SOUTHWESTERN BELL YELLOW PAGES	\$75.00
11657	1020	28-Feb-07	TXDISP	TEXAS DISPOSAL SYSTEMS, INC.	\$33.09
Grand Total					\$3,313.74

Printing Checks ‘On The Fly’ From the ‘Add/Edit Vendor Bills’ Window

OR

OR

OR

ints	Mrkup %	Select GL#12
00 Total	25.00%	To Be Reim
\$722.48	Back Chg	PAYOR ID
\$722.48	New Line	





Vendor Invoices to pay are posted on the ‘Add/Edit Vendor Bills’ window as described in the Help document about posting Vendor Bills. After Vendor Bill invoice lines have been entered, a check can be quickly printed from the ‘Add/Edit Vendor Bills’ window by using the button labeled ‘Post or Print Check’.....

Post or Print Check (Alt + K) - IF the check has already been manually written, you can simply ‘post’ the check using the window shown below. OR, this same button can be used to quickly print a check for the entries shown on the ‘Add/Edit Vendor Bills’ window.

If the button labeled ‘**Post Check Without Printing**’ is used, the program will simply post the necessary accounting entries to reduce your cash balance, and mark the invoice(s) associated with the check as PAID.

If the button labeled ‘**Print Check**’ is used, the windows for printing checks described on the previous pages in this Help document will open.

Quick Check Printing and/or Posting

Select Cash Account->

Check Date->

Check Number->

Payment Amount->

Vendor->

Previous Checks (descending order)		
11651	8/16/2006	KINGTAMARA
11650	8/10/2006	SMITHAPR
11649	8/10/2006	KINGTAMARA
11648	8/10/2006	FRANCISJ
11647	8/5/2006	SMITHAPR
11646	8/5/2006	KINGTAMARA
11645	8/5/2006	FRANCISJ
11644	8/1/2006	FRANCISJ
11643	7/16/2006	FANTASTI
11642	6/8/2006	FANTASTI
11641	6/8/2006	FANTASTI

OR

Do Not Post or Print Check

HINT: Set up a "default" cash account on the Company Master so that CHS will supply that cash account automatically on this screen.

IDEA: When posting a cash deduction or negative amount (for a refund deposit) that does not have a check number, use a check number like 1.123106 or 2.123106. (single digit number, then period, then 6 digits that represent the date) This helps separate things like debit card transactions from actual checks during a bank reconciliation.

Printing Checks 'On The Fly' From the 'Select Individual Invoices To Pay' Window

On the window used to select Vendor invoices TO PAY, (described in a separate Help document), there is a button labeled 'Print/Post This Check'. Using that button will open the 'Quick Check Printing and/or Posting' window shown below.

SELECT INDIVIDUAL INVOICES TO PAY Uncheck to Turn Off Pop Up Notes For Vendor

To Select a bill TO PAY, select Vendor, then change UNPAID to TO PAY for each entry to pay.
Retainage will not be activated when the "Select All" button is used. Reselect TO PAY to activate Retainage.
Only Vendors with unpaid bills will be available here. Vendors with an Inactive status will not be available.

Vendor: **STOCK-Stock Building Supply**

	STATUS	Amount	Date	Due Date	Invoice #	Description	GL Num	Job Code	Cost Code	CHS Notes	
<input type="button" value="Select Task"/>	TO PAY	\$100.00	08/25/06	10/24/06	3110-8252006	3110-Materials-Floors/Walls	1430-DIRECT	H11RIVER	3110-Materials-		
<input type="button" value="Select Task"/>	TO PAY	\$2,354.80	10/04/06	12/03/06	3110-1042006	3110-Materials-Floors/Walls	1430-DIRECT	TEST1	3110-Materials-		
<input type="button" value="Select Task"/>	TO PAY	\$144.00	02/27/07	04/28/07	4550-2272007	4550-Interior Close Doors	1430-DIRECT	H11RIVER	4550-Interior		
Total		\$2,598.80	To Deduct an amount from the invoice to pay later, Select the Task: "Deduct Amount From Invoice".								

Total of All Selected To Pay **\$2,598.80** **Total To Pay For This Vendor** **\$2,598.80**

To mark POSTED unpaid Vendor Bills window. To Select "Unpaid Bills for data entry window. T

Quick Check Printing and/or Posting

Select Cash Account-> **1020 - CASH-CONSTRUCTION CHECKING**

Check Date-> **02/28/07**

Check Number-> **11658**

Payment Amount-> **\$2,598.80**

Vendor-> **STOCK**

Previous Checks (descending order)

Csh-MD-010201	1/2/2002	CASHDEDUCT
Csh-Cash2481-A	3/30/2002	CASHDEDUCT
Csh-Cash1494	2/28/2002	CASHDEDUCT
Csh-Cash1480	1/31/2002	CASHDEDUCT
5100 IsVoid		AUDIOVID
5100 IsVoid	5/11/2006	AUDIOVID
12001	1/30/2007	FANTASTI
12001	1/30/2007	Z
12000	5/11/2006	AUSBUSJO
11657	2/28/2007	TXDISP
11656	2/28/2007	SWBYP5

OR

If the button labeled 'Post Check Without Printing' is used, the program will simply post the necessary accounting entries to reduce your cash balance, and mark the invoice(s) associated with the check as PAID.

If the button labeled 'Print Check' is used, the windows for printing checks described on the previous pages in this Help document will open.

Lists of Checks, Change Check Numbers or Cash Accounts, and Voiding Checks

Please see the separate Help Document about 'List of Checks' for information on reviewing checks, check registers, detail behind checks, AND for information on changing Check Numbers, OR changing the Cash Account that checks were posted to.

Also, please see separate Help Document about 'Voiding Vendor Checks'.