MEMBER BUSINESS SOLUTIONS | FEEDING AMERICA®

Processing AP Checks

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document describes how to use the Payment Journal function to create and post checks in Ceres.

Table of Contents

Purpose

The Payment Journal in Ceres is the starting point for:
- Creating and printing computer generated checks
- Generating single checks
- Record manual payments

You may generate many checks using the Suggest Vendor Payment Batch Job or record a manual entry. This document will cover both methods.

Ceres object release 4.00.00 is required for this functionality.

Creating and Posting Computer Checks

1. The Payment Journal can be accessed from Departments → Financial Management → Cash Management → Tasks → Payment Journals.
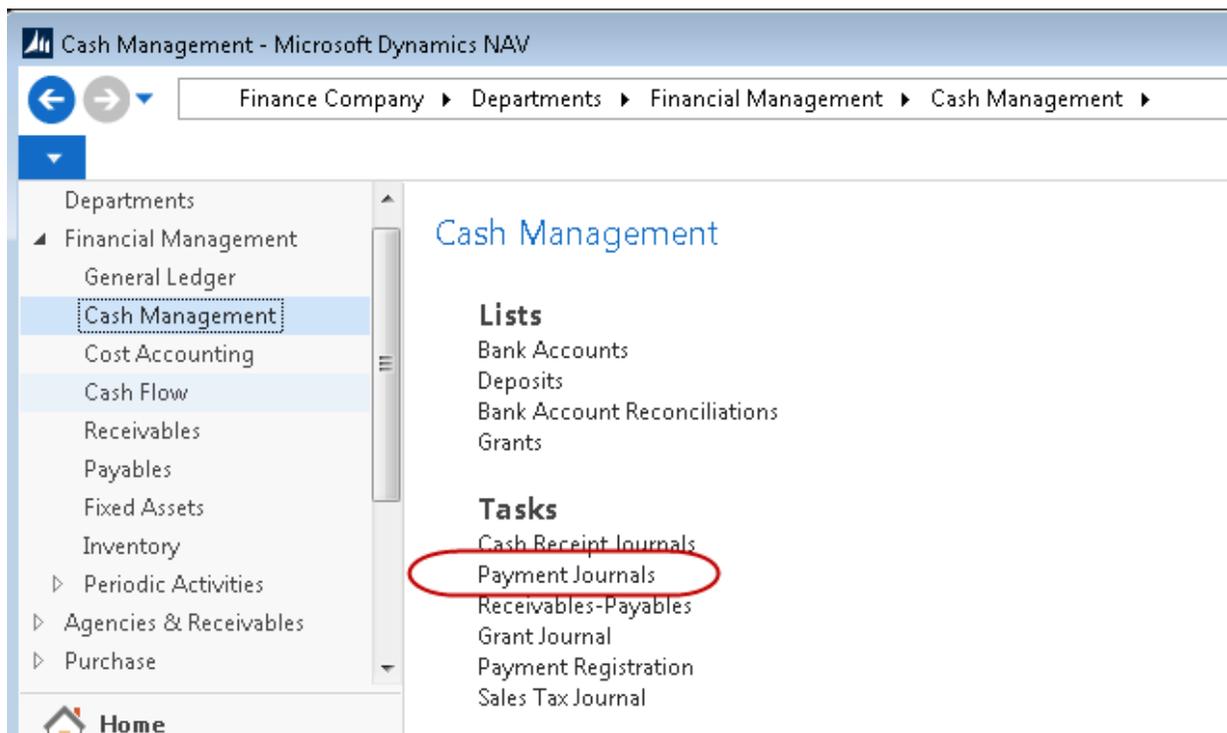
2. If using Payment Journal Batches, select your Batch from the Batch Name field

3. Select Home → Suggest Vendor Payments.
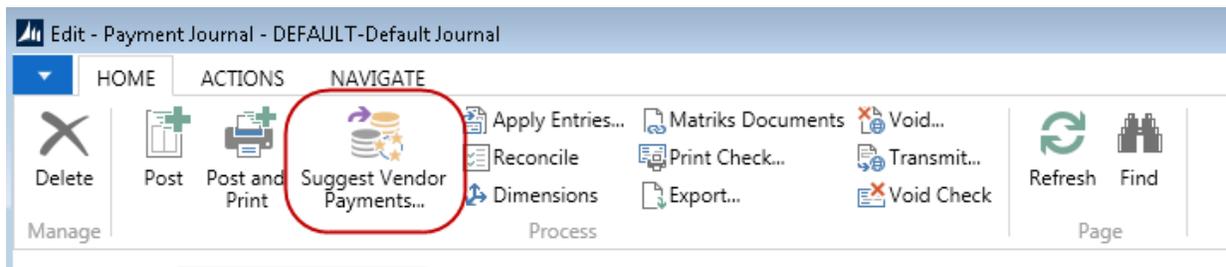
4. Update the fields as necessary on the Options FastTab

Last Payment Date: Enter the latest payment date that can appear on the Vendor Ledger Entries to be included in the Batch Job. Only entries that have a due date or a payment discount date either before or on this date will be included. If the payment date is earlier than the system date, a warning will be displayed.

Find Payment Discounts: Place a checkmark in this field if you want the batch job to include Vendor Ledger Entries for which you can receive a payment discount.

Use Vendor Priority: If there is a checkmark in this field, the contents of the Priority field on the Vendor Card will determine in which order vendor entries will be suggested for payment. Ceres always prioritizes Vendors for payment suggestions if you specify an available amount in the field below.

Available Amount: If there is a maximum amount available for payments enter it here. The Batch Job will then create a payment suggestion on the basis of this amount and the prioritization of Vendors (see field above). It will include only vendor entries that can be paid fully (can be fully applied to).

Summarize per Vendor: Place a checkmark in this field if you want the batch job to make one line per Vendor. Ceres will then use the Applies-to ID field when the Journal Lines are posted to apply the lines to Vendor Ledger Entries. If you do not place a checkmark in this field, the Batch Job will make one line per invoice.

By Dimension: Select the Dimensions by which you want to group the suggested payments. You get one suggested payment per combination of Dimension Values for each currency in which the Vendor has ledger entries.

Posting Date: Enter the check date in this field that will appear as the Posting Date on the lines that the Batch Job inserts in the Payment Journal.

Starting Document No.: Enter a "1" here. The document number will be incremented by one on each of the following journal lines. This will be populated with the check number once you print the check(s). This field is optional.

New Doc. No. per Line: Place a checkmark in this field if you want Ceres to fill in the Payment Journal Lines with consecutive document numbers, starting with the document number specified in the field above. If the Bank Payment Type field contains the Manual Check and the Summarize per Vendor field does not contain a checkmark, this field must contain a checkmark. Ceres will then use the document number as the unique ID for the check.

Bal. Account Type: Select Bank Account.

Bal. Account No.: Select the Bank Account the checks will be paid from.

Bank Payment Type: Choose Computer Check.

5. On the Vendor FastTab you can narrow the list of Vendors to be included in the batch. Leave the No. field blank to include all Vendors. You can also filter by Payment Method Code, by Fund No., etc. *Note: to filter out vendors with credit balances you may enter the filter criteria of Balance >0 as shown here:*

6. Select OK to run the Batch Job.
7. Upon completion of the Batch Job, the Payment Journal will be populated with the Vendor Invoices to be paid based on the selected criteria.

Batch Name: DEFAULT

Posting Date	Document Type	Document No.	External Docume...	Applies-to Ext. Doc. No.	Account Type	Account No.	Account Name
8/21/2014	Payment	30		MIML-1	Vendor	V000144	Northland Truck Services, Inc
8/21/2014	Payment	30		MIML-1	Vendor	V000144	Northland Truck Services, Inc
8/21/2014	Payment	30		MIML-1	Vendor	V000144	Northland Truck Services, Inc
8/21/2014	Payment	30		MIML-1	Vendor	V000144	Northland Truck Services, Inc
8/21/2014	Payment	31		GLOV-01	Vendor	V000157	Presto X Company
8/21/2014	Payment	32		4567	Vendor	V000163	Quality Roofing
8/21/2014	Payment	32		3523	Vendor	V000163	Quality Roofing
8/21/2014	Payment	32		56756	Vendor	V000163	Quality Roofing
8/21/2014	Payment	33		CC TEST- 5	Vendor	V000200	Chase VISA
8/21/2014	Payment	33		PO CC - 1	Vendor	V000200	Chase VISA
8/21/2014	Payment	33		ED- 1	Vendor	V000200	Chase VISA

8. Review the Journal Lines for accuracy and make any required adjustments.
9. At this time, you can import a PDF copy of the vendor invoice and attach it to the Payment Journal line. (*Matriks Document is required for this functionality.*) To import, click Home → Matriks Document.

10. If the document was already imported when the Purchase Order or Purchase Invoice were created, it would have been attached to the Payment Journal Line already.
11. Review Test Report. The Test Report can be accessed from Actions→ Posting → Test Report →Preview to see on screen, Print to send report to printer.
12. Select the Print Checks from Home → Print Checks.
13. Update the fields as necessary

Options

Bank Account:	1000
Last Check No.:	59936
Print Company Address:	☐
Print Check No.:	☐
Print Our Acct. No.:	☑
Sort by Vendor Name:	☑
One Check per Vendor per Document No.:	☑
Reprint Checks:	☐
Test Print:	☐
Preprinted Stub:	☐
Commit Each Check:	☐

Bank Account: Select the Bank Account No. the checks will be issued from. This needs to be the same Bank Account you selected when you ran the Suggest Vendor Payments Batch Job

Last Check No.: Verify the last check number that was used. This will automatically flow from the Bank Account Card.

Print Company Address: If selected, the address from the Company Setup will print on the check.

Print Check No.: If selected, the Check No. assigned by Ceres will print on each check and stub.

Print Our Acct. No.: If selected, the Account No. identified on the Vendor Card will print on the check.

Sort by Vendor Name: If selected, the checks will print alphabetically by Vendor Name as defined on the Vendor Card. This is regardless of the order the lines were created in the Payment Journal. **NOTE**: This feature is currently only available for the Stub/Check/Stub (report 10411) and Check (report 1401*).

One Check per Vendor per Document No.: Choose this option to combine multiple invoices for one Vendor onto one check. If you leave this field blank, a separate check will be printed from each Vendor invoice.

Reprint Checks: Choose this option if you tried to print checks, encountered a problem, and now need to reprint them.

Test Print: Place a checkmark in this field if you want to print the checks on blank paper before you print them on check stock.

Preprinted Stub: Place a checkmark in this field if you are using check stock with a preprinted stub so column information will not print.

Commit Each Check: Place a checkmark in this field if you want Ceres to do a commit to the database for each check rather than at the completion of the print job. This can avoid discrepancies between the data and check stock in case of printer error on networks where the print job is cached.

14. Select Print; choose the printer that you wish to print to. Notice that once the Print is completed, the Document No. has been replaced with the Check number.

Posting Date	Document Type	Document No.	External Docume...	Applies-to Ext. Doc. No.	Account Type	Account No.	Account Name
8/21/2014	Payment	59937		PI ALLOC 8 -2	Vendor	V000017	Century Fire Sprinklers
8/21/2014	Payment	59937		687857	Vendor	V000017	Century Fire Sprinklers
8/21/2014	Payment	59937			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59938		FTBSG	Vendor	V000022	City Treasurer
8/21/2014	Payment	59938			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59939		ESI-71178-3	Vendor	V000054 ▾	eSoftware Professionals
8/21/2014	Payment	59939			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59941		IC-1012	Vendor	V000073	Midwest Transport Specialist
8/21/2014	Payment	59941			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59944		IC-1014	Vendor	V000086	Transportation Logistics Syst
8/21/2014	Payment	59944		IC-1015	Vendor	V000086	Transportation Logistics Syst
8/21/2014	Payment	59944			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59943		0201-0001	Vendor	V000088	Tip Top Poultry, Inc
8/21/2014	Payment	59943			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59942		ALLOC-1231...	Vendor	V000096	Southwestern Bell Telephone
8/21/2014	Payment	59942			Bank Account	1000	US Bank Operating
8/21/2014	Payment	59940		4654319849	Vendor	V000125	LW Robbins Associates
8/21/2014	Payment	59940			Bank Account	1000	US Bank Operating

15. Review the printed checks for accuracy. Remember to verify that the printed check numbers match the Document No. in the Payment Journal. When you have printed a check, Ceres places a checkmark in the Check Printed field on the Payment Journal Lines.
16. If a PDF copy of the Vendor Invoice was imported in step 9, click Navigate → Payments → Create Check Backup. This will associate the check with the imported PDF document(s).
    a. Merging PDF documents will require the use of BullZip PDF, a 3rd party application that is free for up to 10 users. This application can be downloaded from http://www.bullzip.com/products/pdf/download.php
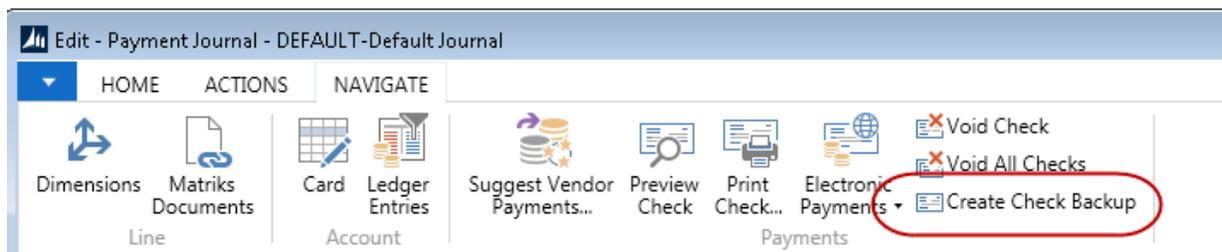
17. You will receive a notification that the upload was successful.
18. To post the Payment Journal, select Actions → Posting → Print or Post and Print. Select Yes to confirm that you want to post the Journal Lines.

Creating and Posting Manual Checks

1. The Payment Journal can be accessed from Departments → Financial Management → Cash Management → Tasks → Payment Journals.
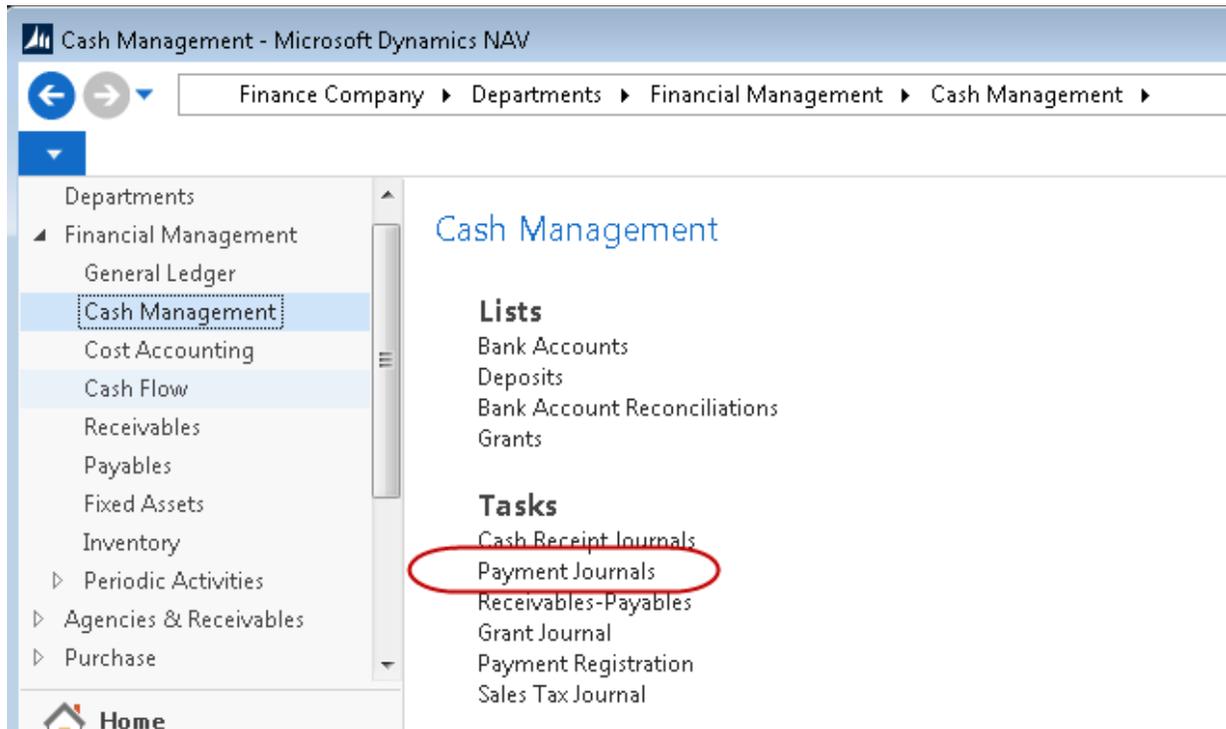
2. If using Payment Journal Batches, select your Batch from the Batch Name field

3. Update the fields in the Payment Journal as necessary

> **Posting Date**: Enter the check date that will appear as the Posting Date on the lines that the Batch Job inserts in the Payment Journal.
>
> **Document Type**: Select Payment from the List.
>
> **Document No.**: Enter the manual check number
>
> **Account Type**: Select Vendor from the List.

Account No.:   Select the Vendor that you wish to pay from the Vendor List.

Amount: Enter the amount of the check.

Bal. Account Type: Select Bank Account

Bal. Account No.: Select the Bank Account the checks will be paid from.

Bank Payment Type: Select Manual Checks

Applies-to Doc. Type: Select Invoice to apply the manual check to an invoice.

Applies-to Doc. No.: Select the Invoice Number you are applying the manual check to. You can apply a payment to an Invoice after the fact if this field is left blank.

4.   To post the Payment Journal, select Home → Print or Post and Print. Select Yes to confirm that you want to post the Journal Lines.

Related Topics:

1.   Voiding an AP Check
2.   Vendor Overview
3.   Agency Refund Checks
4.   Parent Vendor Overview
5.   Document Management – Matriks Doc