



Processing AP Checks

Purpose of this document

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

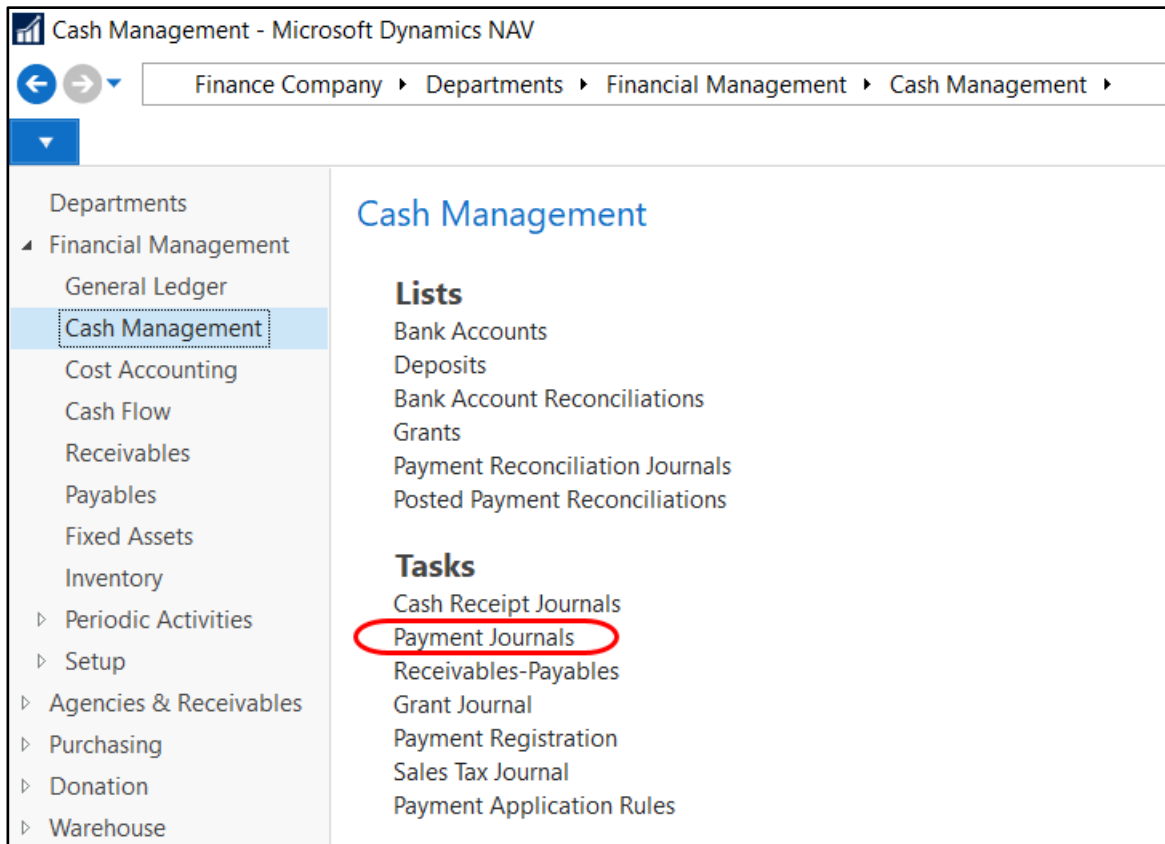
Ceres Object release 5.00.00 is required for the functionality described in this document.

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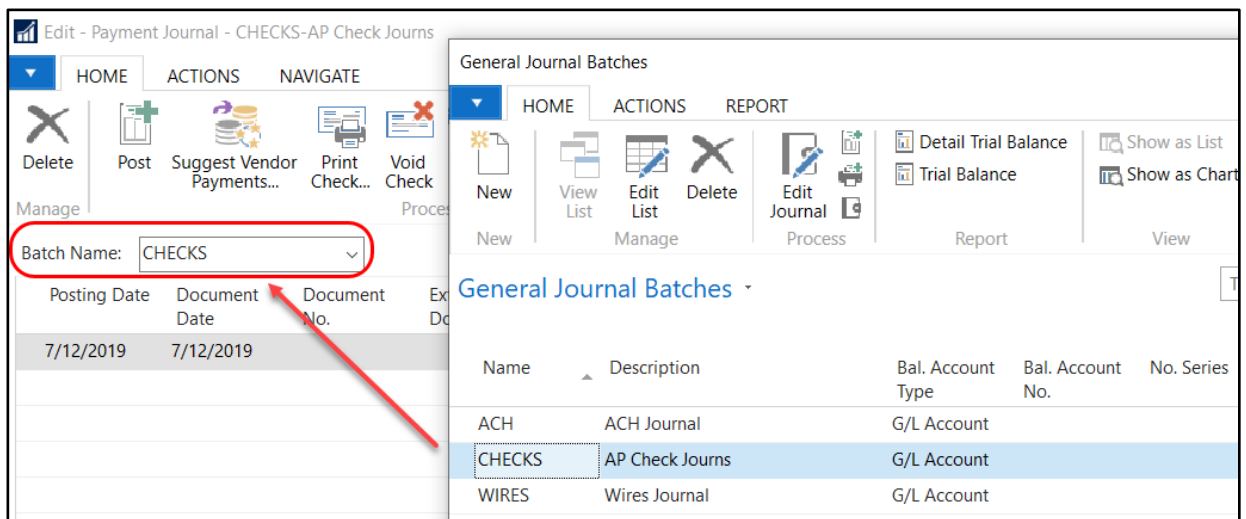
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Creating and Posting Computer Checks

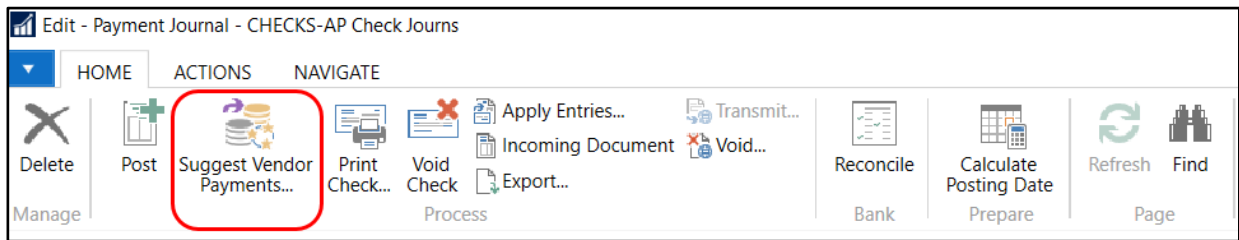
1. The Payment Journal can be accessed from Departments → Financial Management → Cash Management → Tasks → Payment Journals.



2. If using Payment Journal Batches, select your Batch from the Batch Name field.



3. To suggest invoices for payment, select Home → Suggest Vendor Payments.



4. Update the fields as necessary on the Options FastTab

Find Payments

Last Payment Date: 7/12/2019

Find Payment Discounts: ☐

Use Vendor Priority: ☐

Available Amount (\$): 0.00

Skip Exported Payments: ☒

Summarize Results

Summarize per Vendor: ☐

By Dimension: ...

Fill in Journal Lines

Posting Date: 7/12/2019

Calculate Posting Date from Applies-to-Doc. Due Date: ☐

Applies-to-Doc. Due Date Offset: ...

Starting Document No.: ...

New Doc. No. per Line: ☐

Bal. Account Type: Bank Account

Bal. Account No.: 101500

Bank Payment Type: Computer Check

[^ Show fewer fields](#)

OK Cancel

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).

Skip Exported Payments: Place a checkmark in this field if you do want the batch job to insert payment journal lines for documents for payments that have already been exported to a bank file.

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.

Calculate Posting Date from Applies-To Doc. Due Date: Place a checkmark in this field if you want the due date of the purchase invoice to be used to calculate payment posting date.

Applies-To Doc. Due Date Offset: Specify a period of time that will separate the payment posting date from the due date on the purchase invoice. For example:

- Enter CW-2D (end of current week minus 2 days) to pay the purchase invoice on the Friday in the week of the due date
- Enter -2D (minus 2 days) to pay the purchase invoice two days before the due date.

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 checks. 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.

- 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:

Vendor

Show results:

Where No. is V000035..V000050

And Branch Code is Enter a value.

And Balance (\$) is >0

Add Filter

Limit totals to:

Add Filter

- Select OK to run the Batch Job.
- 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: CHECKS									
Posting Date	Document Date	Docume... No.	External Document No.	Account Type	Account No.	Account Name	Description	Payment Method Code	Amount
7/12/2019	7/12/2019			Vendor	V000035	Heartland Battery	Heartland Battery	CHECK	50.00
7/12/2019	7/12/2019			Vendor	V000035	Heartland Battery	Heartland Battery	CHECK	300.00
7/12/2019	7/12/2019			Vendor	V000035	Heartland Battery	Heartland Battery	CHECK	450.00
7/12/2019	7/12/2019			Vendor	V000036	Highway Trailer Sales	Highway Trailer Sales	CHECK	17,500.00
7/12/2019	7/12/2019			Vendor	V000039	Humana	Humana	CHECK	294.10
7/12/2019	7/12/2019			Vendor	V000040	Independent	Independent	CHECK	2,000.00
7/12/2019	7/12/2019			Vendor	V000042	J.J. Keller & Associates	J.J. Keller & Associates	CHECK	310.09
7/12/2019	7/12/2019			Vendor	V000042	J.J. Keller & Associates	J.J. Keller & Associates	CHECK	-76.00
7/12/2019	7/12/2019			Vendor	V000050	UPS	UPS	CHECK	1,000.00
7/12/2019	7/12/2019			Vendor	V000050	UPS	UPS	CHECK	555.00
7/12/2019	7/12/2019			Vendor	V000050	UPS	UPS	CHECK	75.50

8. Review the Journal Lines for accuracy and make any required adjustments.
9. Select the Print Checks from Home → Print Checks.
10. Update the fields as necessary.

The screenshot shows a software window titled "Edit - Check (Stub/Check/Stub)". At the top, there is a "FINANCE" tab and a dropdown menu showing "Finance Company - M...". Below this is a "Clear Filter" button with a funnel icon. The main section is titled "Saved Settings" and contains a "Name:" field with a dropdown menu showing "Last used options and filters". Below this is the "Options" section, which contains several fields and checkboxes:

Field	Value
Bank Account:	101500
Last Check No.:	9999
Print Company Address:	<input type="checkbox"/>
Print Check No.:	<input type="checkbox"/>
Print Our Acct. No.:	<input checked="" type="checkbox"/>
Sort by Vendor Name:	<input checked="" type="checkbox"/>
One Check per Vendor per Document No.:	<input checked="" type="checkbox"/>
Reprint Checks:	<input type="checkbox"/>
Test Print:	<input type="checkbox"/>
Preprinted Stub:	<input type="checkbox"/>
Commit Each Check:	<input type="checkbox"/>

At the bottom of the window, there are three buttons: "Print...", "Preview", and "Cancel".

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: 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.

Use Invoice Line Dimensions: Place a checkmark in this field if you want Ceres to populate the lines in the Payment Journal from the Dimensions on the invoice.

11. Select Print and then choose the printer that you wish to print to. Once the checks are printed the Document No. will be replaced with the Check number.

Edit - Payment Journal - CHECKS-AP Check Journals

▼

HOME

ACTIONS

NAVIGATE

Delete

Post

Suggest Vendor Payments...

Print Check...

Void Check

Transmit...

Apply Entries...

Incoming Document

Export...

Reconcile

Calculate Posting Date

Refresh

Find

Manage

Process

Bank

Prepare

Page

Batch Name:

CHECKS

Posting Date	Document Date	Docu... No.	External Docum... No.	Account Type	Account No.	Account Name	Description	Payment Method Code	Amount
7/12/2019	7/12/2019	10000		Vendor	V000035	Heartland Battery	Heartland Battery	CHECK	50.00
7/12/2019	7/12/2019	10000		Vendor	V000035	Heartland Battery	Heartland Battery	CHECK	300.00
7/12/2019	7/12/2019	10000		Vendor	V000035	Heartland Battery	Heartland Battery	CHECK	450.00
7/12/2019	7/12/2019	10000		Bank Account	101500	Checking: Wells Fargo	Check for Vendor V000035		-800.00
7/12/2019	7/12/2019	10001		Vendor	V000036	Highway Trailer Sales	Highway Trailer Sales	CHECK	17,500.00
7/12/2019	7/12/2019	10001		Bank Account	101500	Checking: Wells Fargo	Check for Vendor V000036		-17,500.00
7/12/2019	7/12/2019	10002		Vendor	V000039	Humana	Humana	CHECK	294.10
7/12/2019	7/12/2019	10002		Bank Account	101500	Checking: Wells Fargo	Check for Vendor V000039		-294.10

- 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.
- 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

- Generally, a manual check is for payment of a single invoice or may be generated prior to receiving the invoice because the Vendor needs to be paid immediately.
- Just like computer checks, the Payment Journal is used to process manual checks. See step 1 above on how to access the Payment Journal.
- If using Payment Journal Batches, select your Batch from the Batch Name field
- Update the fields in the Payment Journal as necessary.

Edit - Payment Journal - CHECKS-AP Check Journals

HOME

ACTIONS

NAVIGATE

Delete

Manage

Post

Suggest Vendor Payments...

Print Check...

Void Check

Process

Apply Entries...

Incoming Document

Void...

Export...

Bank

Reconcile

Calculate Posting Date

Prepare

Refresh

Find

Page

Batch Name:

CHECKS

Posting Date	Document Date	Document No.	External Docume... No.	Account Type	Account No.	Account Name	Description	Payment Method Code	Amount	Fund No.	Depart... Code	Bal. Account Type	Bal. Account No.
7/12/2019	7/12/2019	11113		Vendor	V000005	ADOS	Manual check CHECK		500.00	UR	000	Bank Account	1000
7/12/2019	7/12/2019	11112		Vendor	V000003	Cargo-Master, LLC	Manual check CHECK		1,200.00	UR	4000	Bank Account	1000

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.

5. 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. Parent Vendor Overview
4. Agency Refund Checks
5. Bank Account Overview