



## Agenda – Session 5

### The Check Print Cycle Part 2 & Reporting Part 1

- l) Review (15 min)
- a. Show results of posting in several reports e.g.
    - 1. Open Item
    - 2. Vendor History
    - 3. Distribution Report
    - 4. Vendor Purchase Stats (Vendor file)
  - b. Job Cost Distributions
  - c. Other Payables entry transaction types
    - 1. Cancellation
    - 2. Adjustment
    - 3. Immediate Check
    - 4. Non-AP
  - d. Pre Check Cycle
    - 1. What checks to pay – Cash Requirements Report
    - 2. Selecting checks
      - i By groups
      - ii Individually
      - iii Deferrals
      - iv Clearing selections/deferrals
      - v Edit list/Pre-check writing report

Q&A

- II) Checks (15 min)
- a. Intro - Checks versus ACH
  - b. Print
  - c. Post - affects
    - 1. Open Items
    - 2. History
    - 3. Distribution
    - 4. Vendor Summary
    - 5. (ACH file)
    - 6. (Positive Pay)
    - 7. (1099's)

- III) Open Items (10 min)
- a. View
  - b. Modify/Edit List/Post
  - c. Purge

Q&A

- IV) Reports Part 1 – show results of posting in several reports e.g. (10 min)
- a. Aging
  - b. Open Payables by Date
  - c. Check Register (=Check History)
  - d. Purchases History
  - e. Distributions to GL

Q&A