

PRINTING A/P CHECKS

Accounts Payable > Payments > Select Items to Pay

Under the criteria tab define specific criteria to bring up desired results. Click the show data button, this takes you to the results tab and displays the transactions that meet the criteria.

Double click the vouchers that you are going to pay to move them to the bottom of the screen.

If you need to adjust the amount you are going to pay or write-off part of the voucher click on the update amount.

Once you have all the vouchers selected that you are going to pay, you will need to verify the cash requirements based on the vouchers selected.

You have two options to print checks from Agility.

Option 1: Print From Select Items to Pay

Accounts Payable > Payments > Select Items to Pay

Once you have selected all the vouchers you are going to pay, you can select Print Checks to print the checks.

A/P Select Items to Pay -- [BGALVAN] [v606 Devel]

File Edit Options Batch View Window Go To Help

Branch <a11> (for user)

Criteria Results

Batch ID 20220902 Take discount Based on date

Batch ID	Invoice ID	Branch	Supplier ID	Voucher #	Invoice type	Supplier name	Open amount	Selected	Due date	Tran ID	Invoice date	Discount date	Discount amount	Discount taken
	321	BGALVAN	BB007	163	IN	Becky's Branch	750.00		09/01/2022	40	09/01/2022		0.00	0.00
	123456	BGALVAN	Bre13	14	CM	Lumber World	-4.50		09/14/2022	20	08/15/2022	08/25/2022	-0.05	0.00
	123456	BGALVAN	JM07	30	CM	Jason's Doors & Windows	-10,000.00		09/15/2022	22	08/16/2022	08/26/2022	-200.00	0.00
	521	BGALVAN	Sarah1	37	CM	Builders Supply	-2.50		10/02/2022	43	09/02/2022	09/12/2022	-0.03	0.00
	58	BGALVAN	MJ03	40	IN	ABC Lumber	160.00		02/19/2023	58	01/20/2023	01/30/2023	3.20	0.00
	4578	BGALVAN	Sarah1	44	IN	Builders Supply	2,000.00		06/09/2023	72	05/10/2023	05/20/2023	20.00	0.00
	7453	BGALVAN	Sarah1	47	CM	Builders Supply	-1,500.00		08/20/2023	85	07/21/2023	07/31/2023	-15.00	0.00
	763	BGALVAN	Sarah1	48	CM	Builders Supply	-3,000.00		08/20/2023	86	07/21/2023	07/31/2023	-30.00	0.00
	5476	BGALVAN	Sarah1	49	CM	Builders Supply	-450.00		08/20/2023	87	07/21/2023	07/31/2023	-4.50	0.00
20220815	552145	BGALVAN	JM07	33	IN	Jason's Doors & Windows	5,005.00	*	10/01/2022	39	09/01/2022	09/11/2022	100.10	0.00
20220815	123456654	BGALVAN	JM07	25957	IN	Jason's Doors & Windows	50,025.00	*	10/01/2022	38	09/01/2022	09/11/2022	1,000.50	0.00

Update Amount Check Memo

Voucher #	Payment amount	Discount amount	One check per invoice	Vouchers applied to check	Invoice type	Invoice ID	Supplier name	Remit-to seq #	Due date	Tran ID	Currency	Payment remark
41	12,869.00	0.00	No		IN	052023	Blue Cross Blue Shield of NE		1/05/15/2023		USD	
42	19,600.00	400.00	No		IN	5522	JMG Supply		1/06/09/2023	70	USD	
43	4,900.00	100.00	No		IN	9623	JMG Supply		1/06/09/2023	71	USD	
46	200.00	0.00	No		IN	9855	Omaha Public Power District		1/05/10/2023		USD	

4 invoices selected Total cash requirement 37,569.00 **Print Checks**

Review the number of checks, total amount, and the next check number. Once you have reviewed this information and are ready to print, click the print button and select the printer you want to print.

A/P Check Printing -- [BGALVAN] [v606 Devel]

File Edit Options View Window Go To Help

Account Information

Cash account 010500 Regular Checking Act

Available amount 0.00 Calculate

Check Information

Invoices due as of 08/31/23

Date based on Discount or due date

Batch # 20220902

Total amount 37,569.00

of checks 3

Additional Check Information

Posting year 2023

Posting period 6 - June

Starting check # 11

Check date 08/07/23

Payment currency USD

Payment remark

Suppliers with Negative Balance

Test Check Print Exit

Option 2: Go through A/P Check Printing

Accounts Payable > Payments > Check Printing

Once in the check printing screen, confirm the Batch #, and cash account. Then review the number of checks, total amount, and the next check number. Once you have reviewed this information and are ready to print, click the print button and select the printer you want to print.

A/P Check Printing -- [BGALVAN] [v606 Devel]

File Edit Options View Window Go To Help

Account Information

Cash account 010500 Regular Checking Act

Available amount 0.00 Calculate

Check Information

Invoices due as of 08/31/23

Date based on Discount or due date

Batch # 20220902

Total amount 37,569.00

of checks 3

Payment remark

Edit Payment Selections

Additional Check Information

Posting year 2023

Posting period 6 - June

Starting check # 11

Check date 08/07/23

Payment currency USD

Suppliers with Negative Balance

Test Check Print Exit