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.

A/P Select Ite	ems to Pay [BG/	ALVAN] [v606 Devel]											-	- 0	×
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Criteria Results	1											_			
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Batch ID	Invoice ID	Branch	Supplier ID	Voucher # Invoice	type Su	pplier name	Open amount Selected	Due date	Tran ID	Invoice da	te Discount d	late Disco	unt amount	Discount ta	aken C \land
	321	BGALVAN	BB007	163 IN	Be	cky's Branch	750.00	09/01/2022	2 40	09/01/202	2		0.00	(0.00 L
	123456	BGALVAN	Bre 13	14 CM	Lur	mber World	-4.50	09/14/2022	2 20	08/15/202	2 08/25/202	22	-0.05		0.00 L
	123456	BGALVAN	JM07	30 CM	Jas	son's Doors & Windows	-10,000.00	09/15/2022	2 22	08/16/202	2 08/26/202	22	-200.00		0.00 L
	521	BGALVAN	Sarah1	37 CM	Bui	lders Supply	-2.50	10/02/2022	2 43	09/02/202	2 09/12/202	22	-0.03		0.00 L
	58	BGALVAN	MJ03	40 IN	AB	C Lumber	160.00	02/19/2023	3 58	01/20/202	3 01/30/202	23	3.20		0.00 L
	4578	BGALVAN	Sarah1	44 IN	Bui	lders Supply	2,000.00	06/09/2023	3 72	05/10/202	3 05/20/202	23	20.00	(0.00 L
	7453	BGALVAN	Sarah1	47 CM	Bui	lders Supply	-1,500.00	08/20/2023	3 85	07/21/202	3 07/31/202	23	-15.00		0.00 L
	763	BGALVAN	Sarah1	48 CM	Bui	lders Supply	-3,000.00	08/20/2023	3 86	07/21/202	3 07/31/202	23	-30.00		0.00 L
	5476	BGALVAN	Sarah1	49 CM	Bui	Iders Supply	-450.00	08/20/2023	3 87	07/21/202	3 07/31/202	23	-4.50	(3.00 L
20220815	552145	BGALVAN	JM07	33 IN	Jas	son's Doors & Windows	5,005.00 *	10/01/2022	2 39	09/01/202	2 09/11/202	22	100.10	(3.00 L
20220815	123456654	BGALVAN	JM07	25957 IN	Jas	son's Doors & Windows	50,025.00 *	10/01/2022	2 38	09/01/202	2 09/11/202	22	1,000.50		3.00 L
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Update Amount	Check Memo	🖳 🖼 🎟 -													
Voucher # Paym	nent amount Discou	nt amount One check per	invoice Vouchers a	pplied to check	Invoice	type Invoice ID	Supplier name	Ren	nit-to seq #	Due date 1	iran ID	Currency	Payment rema	rk	~
41	12,869.00	0.00 No			IN	052023	Blue Cross Blue Shield of	f NE	1	05/15/2023		USD			
42	19,600.00	400.00 No			IN	5522	JMG Supply		1	06/09/2023 7	70 0	USD			
43	4,900.00	100.00 No			IN	5623	JMG Supply		1	06/09/2023 7	1	USD			
46	200.00	0.00 No			IN	5855	Omaha Public Power Dis	trict	1	05/10/2023		USD			
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4 invoices selecte	ed									Total cash	n requiremen	+	37.569.0	0 Print	Checks
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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.

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Batch ID	Invoice ID	Branch	Supplier ID	Voucher # Invoic	e type Supp	olier name	Open amount Se	elected Due dat	e Tran ID	Invoice	date D	iscount date	Discount amount	Discount take	2n C 🔨
	321	BGALVAN	BB007	163 IN	Beck	y's Branch	750.00	09/01/2	022 40	09/01/2	022		0.00	0.0	JO L
	123456	BGALVAN	Bre13	14 CM	Lum	per World	-4.50	09/14/2	022 20	08/15/2	022 0	8/25/2022	-0.05	0.0	J0 L
	123456	BGALVAN	JM07	30 CM	Jaso	n's Doors & Windows	-10,000.00	09/15/2	022 22	08/16/2	022 0	8/26/2022	-200.00	0.0	30 L
	521	BGALVAN	Sarah1	37 CM	Build	lers Supply	-2.50	10/02/2	022 43	09/02/2	022 0	9/12/2022	-0.03	0.0	JO L
	58	BGALVAN	MJ03	40 IN	ABC	Lumber	160.00	02/19/2	023 58	01/20/2	023 0	1/30/2023	3.20	0.0	JO L
	4578	BGALVAN	Sarah1	44 IN	Build	lers Supply	2,000.00	06/09/2	023 72	05/10/2	023 0	5/20/2023	20.00	0.0	J0 L
	7453	BGALVAN	Sarah1	47 CM	Build	lers Supply	-1,500.00	08/20/2	023 85	07/21/2	023 0	7/31/2023	-15.00	0.0	JO L
	763	BGALVAN	Sarah1	48 CM	Build	lers Supply	-3,000.00	08/20/2	023 86	07/21/2	023 0	7/31/2023	-30.00	0.0	
	5476	BGALVAN	Sarah1	49 CM	Build	lers Supply	-450.00	08/20/2	023 87	07/21/2	023 0	7/31/2023	-4.50	0.0	J0 L
20220815	552145	BGALVAN	JM07	33 IN	Jaso	n's Doors & Windows	5,005.00 *	10/01/2	022 39	09/01/2	022 0	9/11/2022	100.10	0.0	J0 L
20220815	123456654	BGALVAN	JM07	25957 IN	Jaso	n's Doors & Windows	50,025.00 *	10/01/2	022 38	09/01/2	022 0	9/11/2022	1,000.50	0.0	<u>0</u> L
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Update Amour	nt Check Memo	🖳 🖼 🎟 -													
Voucher # Pay	ment amount Disco	unt amount One check pe	er invoice Vouchers a	applied to check	Invoice t	ype Invoice ID	Supplier name		Remit-to seq	# Due date	Tran	ID Curr	ency Payment rema	ark	^
41	12,869.00	0.00 No			IN	052023	Blue Cross Blue S	hield of NE		1 05/15/202	3	USD			_
42	19,600.00	400.00 No			IN	5522	JMG Supply			1 06/09/202	3 70	USD			_
43	4,900.00	100.00 No			IN	5623	JMG Supply			1 06/09/202	3 71	USD			_
46	200.00	0.00 No			IN	5855	Omaha Public Pov	ver District		1 05/10/202	3	USD			
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4 invoices selec	ted									Total c	ash reo	quirement	37,569.	00 Print C	hecks

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] - 🗆 🗙											
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Account Information											
Cash account	010500		🔎 🐺 🧮 R	Regular Checking Act							
Available amount	0.00		Calculate								
Check Information —	Check Information										
Invoices due as of	08/31/23		•	Payment remark				\sim			
Date based on 🔞	Discount or due date		~								
Batch #	20220902		P								
Total amount	37,569.00										
# of checks	3					Edit Payme	nt Selectio	ons			
Additional Check Info	ormation			Suppliers with Negative Balance							
Posting year	2023		~					\sim			
Posting period	6 - June		~								
Starting check #	11										
Check date	08/07/23		-								
Payment currency	USD		~					\sim			
				Test (Check	Print	Exit				

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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]										
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Account Information										
Cash account	010500		2 🖻 🚍	Regular Checking Act						
Available amount	0.00		Calculate							
Check Information										
Invoices due as of	08/31/23		•	Payment remark				~		
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Batch #	20220902		R							
Total amount	37,569.00							×		
# of checks	3					Edit Payme	ent Selecti	ons		
Additional Check Info	ormation		Suppliers with Negative Balance							
Posting year	2023		~					~		
Posting period	6 - June		~							
Starting check #	11									
Check date	08/07/23		•							
Payment currency	USD		~					\sim		
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