

F. Accounts Payable Procedures – Cutting Checks

Once all invoices are entered into Dynamics SL do the following:

- a. Run AP report
- b. Print checks
- c. Print Check Batch Report
- d. Give to Russell for signature
- e. Match checks to invoices
- f. For checks over \$10,000 or that requires two signatures put all documentation with the check (Invoices, PR, etc) put in 2party signature folder
- g. Fill in PAID stamp information
- h. Give payables to EDMS for scanning

G. To Void A Check:

- a. Open Dynamics SL Menu
- b. Choose Accounts Payable
- c. Select Screens
- d. Select Void Checks---(void check entry display)
- e. Highlight first box under CHECK NUMBER.
- f. Type in CHECK NUMBER with ZERO in front---ENTER
- g. Type the total amount of the check to void in CONTROL.
- h. Click arrow in handling box and select RELEASE NOW.
- i. Close Screen. (File report with AP reports for that month).