



Overview...

This explains how to create and process an **Accounts Payable Disbursements Warrant**. This includes collecting vouchers for payment, managing the payment file, producing checks and posting the payments.

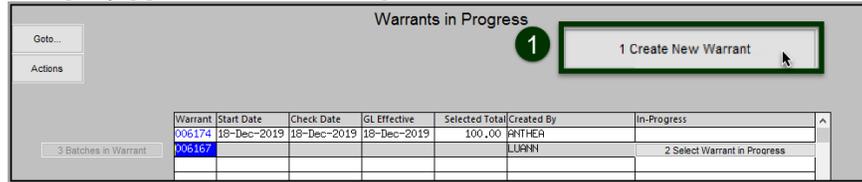
Getting Started...

A warrant number must be numeric only and may be up to 6 characters in length.
A warrant may have an unlimited number of vouchers included for payment.

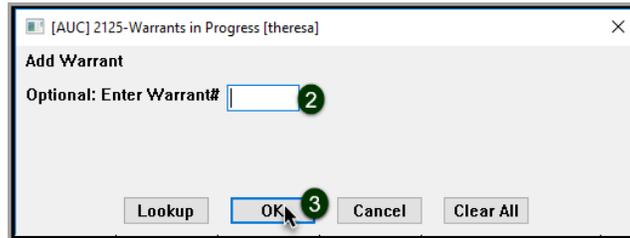
Menu...

Accounts Payable ▶ Disbursements ▶ Warrants

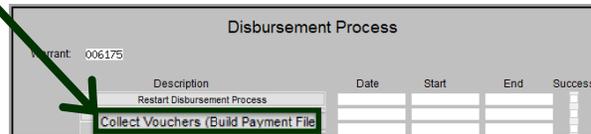
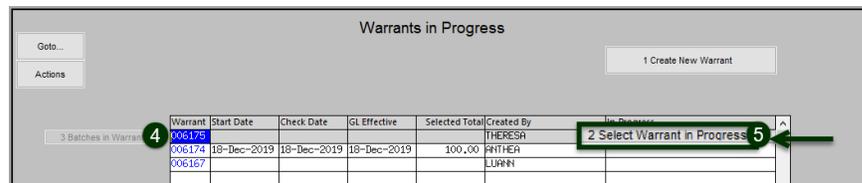
- 1. Click **[Alt] 1 [Create New Warrant]**



- 2. Enter a warrant number or leave blank to let the system assign the next available number.
- 3. Click **[OK]**

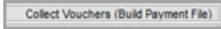


- 4. Highlight the desired warrant
- 5. Click **[Alt] 2** or **[Select Warrant in Progress]** to activate the Disbursement Process Steps Menu





**Collect Vouchers
(Build Payment
File)...**



Use the voucher collection screen repeatedly if more than eight selections are to be made or if more than six departments should be excluded.

Click the **Collect Vouchers (Build Payment File)** step to activate the **Collect Voucher Selection** screen.

1. The Check Date will default to the current date. **Required: GL Effective Date** –Enter the Check Date that will be printed on the issued checks. This is the date used for posting to the General Ledger. The date will default to the current date and may be changed.
2. Optional: Enter a due date range in order to select only vouchers due within a specific time frame.

3. Optional: Selectively choose which batches, vouchers, vendors, and/or departments to include for payment. If the selection screen is left blank then the system will collect all available vouchers. There are lookups available on each field.

Select	User Batch =	Voucher =	Vendor =	Department =	# Vouchers
1	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
2	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
3	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
4	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
5	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
6	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
7	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>
-	OR -				
8	<input type="text"/>	and <input type="text"/>	and <input type="text"/>	and <input type="text"/>	<input type="text"/>

4. Optional: Choose up to six Departments to exclude from this warrant. Lookups are available on each field.
5. Optional: Click **[Alt|2]** or **[2 Calculate]** to see how many vouchers will be collected. This is a “reality check” to see if the number to be collected is close to the expected number of vouchers.
6. **Required:** Click **[Alt-3]** **[Collect Vouchers]**

Exclude these Department Groups	
1 <input type="text"/>	4 <input type="text"/>
2 <input type="text"/>	5 <input type="text"/>
3 <input type="text"/>	6 <input type="text"/>

Total # Vouchers Selected

5 **6**

Four reports are issued:

- Edit List
- List of open vouchers not collected and the reason they are not collected
- Disbursements bank error report
- Disbursement Stale Voucher Report



Modify Payment File...

Modify Payment File

This optional step may be skipped if no changes are required. If Negative Checks are found in the Cash Requirements Error report, use this step to exclude the vouchers.

1. To further refine the selection of vouchers to be paid, i.e., to pay only certain lines on vouchers or to entirely exclude vouchers, make those choices by **Modifying the Payment File**. Click the **[Modify Payment File]** button to display the Edit Payment Vouchers screen.

2. Click the **Items** button to view the lines to be paid on the voucher. Any line containing a checkmark in the SELECT column will be included. To exclude a line remove the checkmark. As lines are deselected, the amounts to be paid are adjusted on-screen. In the example, line 2 was deselected, reducing the Selected Net and Selected Totals accordingly.

3. When finished with edits, click **1 Return to Edit Collected Vouchers**

4. When all selections are complete, click **0 Return to Menu**

Optional: Discounts Taken Report...

Optional: Discounts Taken Report

5. Optional: run the **Optional: Discounts Taken Report** step. This report frequently shows No Records selected; if discounts were taken, the affected vouchers will be listed. Discounts are controlled on the Vendor Classification Screen, using Terms from the Vendor Terms table.



Cash Requirements
Report (Verify Cash
on Hand)...

Cash Req'mt Report (Verify Cash on Hand)

The **CASH REQUIREMENTS** report must be run for every warrant. It provides a total needed from each bank and the balance available in each bank.

Cash Req'mt Report (Verify Cash on Hand)

2110-APCSREQ.REP Printed 02-Jan-2020 at 09:54:14 by THERESA Town of Admins
Cash Requirements Report
For Warrant: 006175 GL Effective Date: 25-Jan-2020

Bank: EAST EASTERN BANK FOR S/P
Accounts: 1000-000-0000-00-00-10400 CASH, UNRESTRICTED CHECKING

Year	Voucher#	Check Date	Check#	Ck Type	DepCk	Vendor	Amount	Discount	Net
2020	436524	10-Jan-2020		Printed		PROFESSIONAL ADMIN ASSOC	18.00		18.00
2020	436525	10-Jan-2020		Printed		COLONIAL SUPPLEMENTAL INSURANC	276.02		276.02
2020	436526	10-Jan-2020		Printed		TSA CONSULTING GROUP	675.00		675.00
2020	436527	10-Jan-2020		No Check Yes		COMMONWEALTH DOR/CSE	151.25		151.25
2020	436528	10-Jan-2020		Printed		NEW YORK LIFE INS CO	116.39		116.39
2020	436529	10-Jan-2020		Printed Yes		BELLINGHAM TEACHERS ASSOC	29.39		29.39
2020	436530	10-Jan-2020		Printed		TSA CONSULTING GROUP	1,778.85		1,778.85
2020	436550	10-Jan-2020		Printed		W. R. DYER BOOKBINDING	775.67		775.67
Total Needed for this Bank:							97,307.93		97,307.93
1000-000-0000-00-00-10400 Balance:									3,565,188.99

Disbursement
Approvals...

Warrant Report

Issue the **Warrant Report** to be signed by the agents authorizing cash disbursements. The warrant report or "Disbursement Approval List" lists each vendor, voucher and amount and provides a grand total. Signature lines are provided.

Warrant Report

TedRE - AP_Warrant_THERESA_006175[1].lis
File Edit Format Options

Courier New 9 B U

2109-FMREP:APDISAPP.REP Printed 02-Jan-2020 at 10:58:48 by THERESA Page 1
Town of Admins
Disbursement Approval List (Warrant)
for Warrant: 006175

Vendor	Remit	Vendor Name	Voucher	Amount	Discount Taken	Net Paid
001820	01	AFL-CIO AFSCME LOCAL 747		350.00		350.00
009629	01	AFLAC- DIS/DENTAL GA		297.17		297.17
013349	01	ALTUS DENTAL 7277-0002		1,006.44		1,006.44
004033	01	W. R. DYER BOOKBINDING		775.67		775.67
**** Grand Total:				97,307.93		97,307.93

Treasury Warrant: 006175
Date: 02-Jan-2020

To the Treasurer:

Pay to each of the persons named in the above warrant, accompanying payrolls and schedule of bills payable the sums set against their respective names, amounting in the aggregate to \$97,307.93 (net of applicable discounts) and charge the same to the appropriations or accounts indicated.

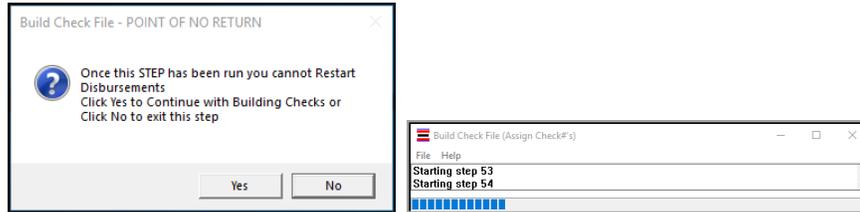
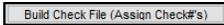
Approved by _____ Date _____



**Build Check
File/Assign Check
#s...**

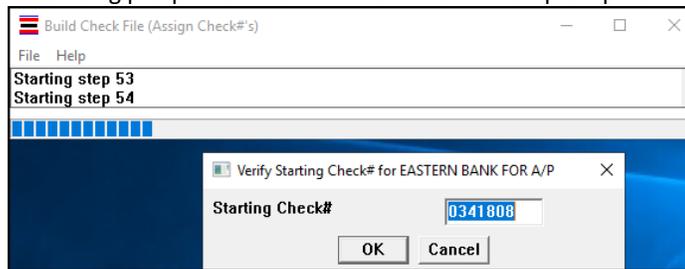
The first step in issuing the actual payments is to Build the Check File.

Click the **Build Check File (Assign Check#s)** **Build Check File/Assign Check #s** step. This step is a **"Point of No Return"**. Click **[Yes]** to continue; the system will display a progress bar while the check numbers are being assigned.



*For sites using blank stock, this step assigns check numbers.
For sites using pre-numbered check stock, confirm the starting check number. Module Control #2102 determines if blank or pre-numbered stock is used.*

Sites using pre-printed stock will see a verification prompt for the starting check number:

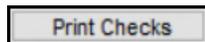


The system will display a disbursement count report that lists the type and count of each check. Notify treasury of the number of printed checks so that adequate stock may be supplied to print the checks.

2173-APDISCHKCNT.REP Printed 02-Jan-2020 at 15:44:30 by THERESA Page 1
Town of Admin
Disbursement Count
for Warrant: 006175

Grand Total	Count	Amount
Computer Printed (D):	33	94,779.78
Manuals (M):	1	1,725.00
Wire Transfers (W):		
ACH (A):		
Other (O):		
No Check (N):	1	151.25
Voids (V):		
Grand Total:	35	96,656.03

Print Checks...

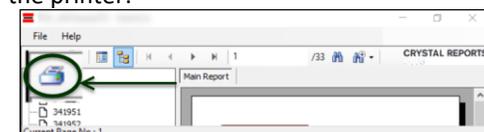


Keep the window open until all checks are printed and reviewed

1. Click the **Print Checks** step.
2. Load the blank check stock into the laser printer that is equipped to print MICR* encoding
3. When prompted, click **[OK]** to print the checks—the progress bar will be displayed.



4. The checks will be displayed in the **ADMCRV** Window. Click on the  button and select the printer:

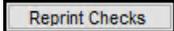


5. Review the printed checks for accuracy



Reprint Checks...

If there are problems found with the printed checks once the preview window is closed, reprint all or a range of checks.



1. Destroy the misprinted checks
2. Click
3. Load the blank check stock into the laser printer that is equipped to print MICR encoding, or, if using pre-printed stock, verify that the check number is correct
4. When prompted, click OK to print the checks
5. Select the appropriate printer
6. Review the printed checks for accuracy

ACH...

If there are any ACH payments in this warrant, the two ACH steps become in focus.



1. Click Print ACH Advices
2. Click Generate ACH File
3. Optional: Enter the Bank Code
4. Required: Enter the effective date of the ACH transfer

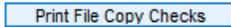
Optional step is available only if there are payments being made to vendors that are set up for ACH

If vendors are flagged to receive ACH advice via email, the ACH advice will not appear for printing in this step.

Once complete, transmit the ACH file to the bank for processing. Locate the file to be sent and transmit it to the bank according to the local site's setup.

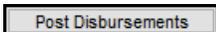
Print File Copy Checks...

This step is optional; most sites choose not to print file copies as the copies are available as attachments on the Vendor screens. For sites electing to print file copies for hardcopy storage, this step generates a facsimile check without MICR encoding and signatures.



Post Disbursements...

After all reports are reconciled, checks are printed and ACH files are transferred, post the warrant.



1. Click the button to post the disbursements to the General Ledger holding area where the Town Accountant/Finance Director will review and post to the General Ledger.

2116-APDISPSTRFT.REP		Printed 02-Jan-2020 at 14:34:21 by THERESA		Page 1
Town of Admins				
Disbursement GL Posting Report				
For Warrant : 006171	GL Effective Date : 02-Jan-2020	Check Date : 17-Oct-2019		
	GL Posting Ref# : 886921			
Fiscal Yr	Account # And Description	Debit	Credit	
2020				
	Tran Date: 02-Jan-2020			
	0100-000-0000-000-00-10400 CASH, UNRESRICTED, TRASH		46,194.00	
	0100-000-0000-000-00-20200 ACCOUNTS PAYABLE	46,194.00		
	*** Total *** for Date	46,194.00	46,194.00	
	*** Total *** for Year	46,194.00	46,194.00	
	*** Grand Total ***	46,194.00	46,194.00	

DISCLAIMER				
Check Date/GL effective date at top of this report apply to printed checks & ACH payments.				
Wires/No Checks and Manual checks use the Check Date manually entered on the Voucher.				



Frequently Asked Questions...

Q: Do I have to process a whole warrant to issue an emergency check for a vendor?

A: No. You can issue a manual check at the time you create the voucher. The manual check will then be included on the next warrant that is processed. See the “Manual Checks” Quick Reference Card for more information.

Q: What’s the difference between a WIRE payment and an ACH payment?

A: Wire transactions are recorded when the funds are wired “offline”. In other words, from bank account to bank account via a telephone or fax transaction. ACH transactions are payments to vendors that do not create paper checks but rather are processed electronically through NACHA. The Accounts Payable module is equipped to handle both types of transactions.

Q: How many vouchers will be paid on each check?

A: The number of vouchers paid on a check is controlled by values set in the module control table.

- #2100 is the number of lines per check that will print.
- #2103 is the number of lines of description per voucher that will print on the check.
- # 2101 must be set to N if the value of 2102 is set to P for pre-numbered stock.
- If the value of 2102 is set to B for blank stock, then the site may elect to use either Y or N for value 2101.

Seq#	Description	Answer	Button	
2100	No of Lines on a Check [33]	33	Edit	^
2101	Print Multiple Pages per Printed Check# [Y/N]	Y		
2102	AP Check Stock [B]Blank or [P]re-printed	B		
2103	Total # Item Description lines to Display on Check	3		
2108	Number of Lines for Non-Check File Copy [1-50]	33		

These values are set during installation and should not be changed without **ADMINS** assistance.

Q: Why did the check run print one voucher with multiple lines on two separate checks?

A: When there are multiple invoices for a given vendor, with multiple lines on vouchers the system may split a single voucher across two checks (or more if the # of lines on the voucher exceeds the number of lines per check in module control 2100).

For example: Vendor #125, STAPLES, numerous departments have created vouchers for invoices – over 60 vouchers, some with multiple lines per voucher, were presented for payment in a warrant. The system will combine as many voucher lines as possible for each check, sorted by invoice number. The system will print the first 20 lines, move to the next check #, print the next 20 lines, and so on until all of the invoices for the vendor are paid.

Q: What if I am printing more than one line of description per voucher?

A: If the value of module control 2103 (number of description lines to print) is set to 3, with module control 2100 (total lines to print) set to 20, then only 6 lines will print on each check, and the system will move to the next check because $20 \div 3 = 6$ with a remainder of 2. This limit will be in effect even if only one line of description exists per voucher line. Similarly, if the value of 2103 is set to two, $20 \div 2 = 10$ voucher lines will print per check. And, if set to one, $20 \div 1$ voucher lines will print per check.

Q: What are the valid values for the # of description lines?

A: Valid values are 1, 2 or 3. Zero may not be used.