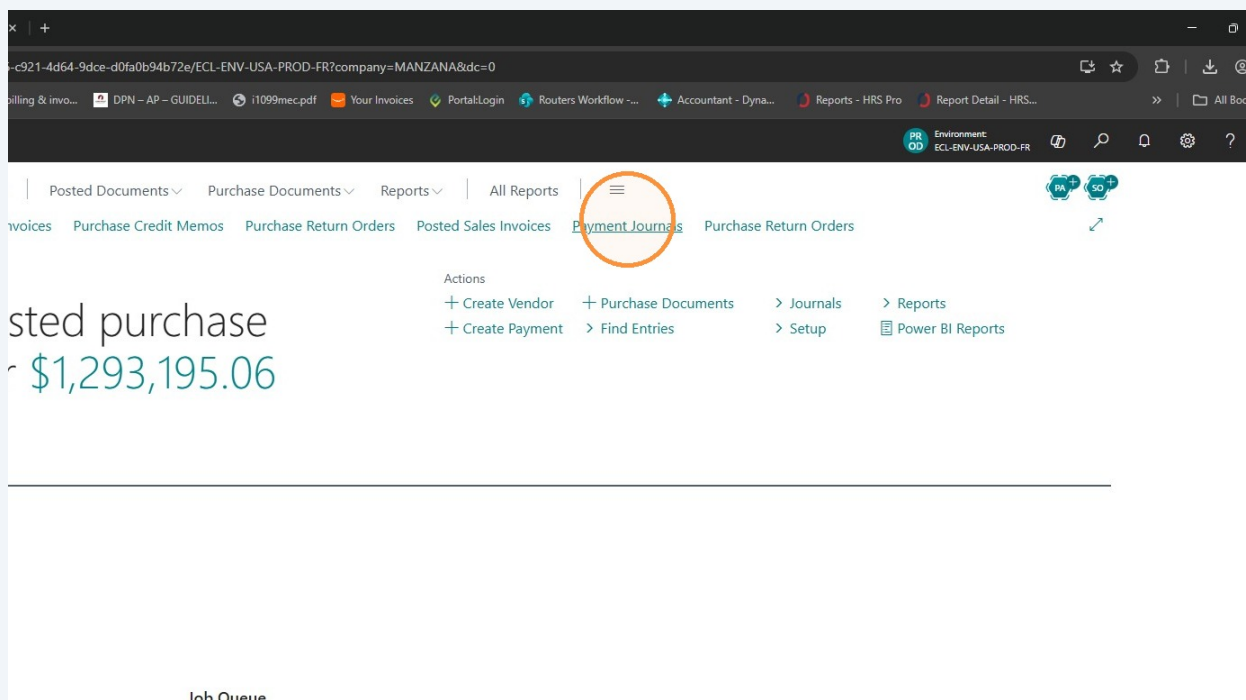


Managing And Printing Vendor Payments In Payment Journals

Learn how to efficiently process vendor payments by utilizing the suggest vendor payments feature and printing checks. This guide walks you through navigating payment journals, managing batch names, and handling check voids or deletions to maintain accurate financial records.

Open Payment Journals

1 Open Payment Journals.



2 Select the DEFAULT batch in Batch Name to process check payments

DEFAULT

Home Prepare Check Request Approval Bank Line Actions Related Fewer options

Number Document Numbers Apply Entries... Reconcile

Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Deepar... Code	Bal. Account Type	Bal. Account No.	Ap (Ye
360623			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Acco...	BOFW OPER...	
360624			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Acco...	BOFW OPER...	
360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Acco...	BOFW OPER...	
360626			Vendor	V001286	CHUBB	500.00	☐		Bank Acco...	BOFW OPER...	
360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Acco...	BOFW OPER...	
360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Acco...	BOFW OPER...	
360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Acco...	BOFW OPER...	
360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Acco...	BOFW OPER...	
360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Acco...	BOFW OPER...	
360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Acco...	BOFW OPER...	

Journal Line

Posting Group

Account

Account Nam

General Postir

Tax Posting Se

Balance Acco

Bal. Account f

General Postir

Tax Posting Se

Incoming D

✓ Saved

DEFAULT

Approval Bank Line Actions Related Fewer options

es... Reconcile

Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Deepar... Code	Bal. Account Type	Bal. Account No.	Ap (Ye
	Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Acco...	BOFW OPER...	
	Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Acco...	BOFW OPER...	
	Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Acco...	BOFW OPER...	
	Vendor	V001286	CHUBB	500.00	☐		Bank Acco...	BOFW OPER...	
	Vendor	V000142	CINTAS	2,232.85	☐		Bank Acco...	BOFW OPER...	
	Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Acco...	BOFW OPER...	
	Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Acco...	BOFW OPER...	
	Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Acco...	BOFW OPER...	
	Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Acco...	BOFW OPER...	
	Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Acco...	BOFW OPER...	

Journal Line Details

Posting Group

TRADE

Account

Account Name A&P CALIBRATIONS INC.

General Posting Setup

Tax Posting Setup

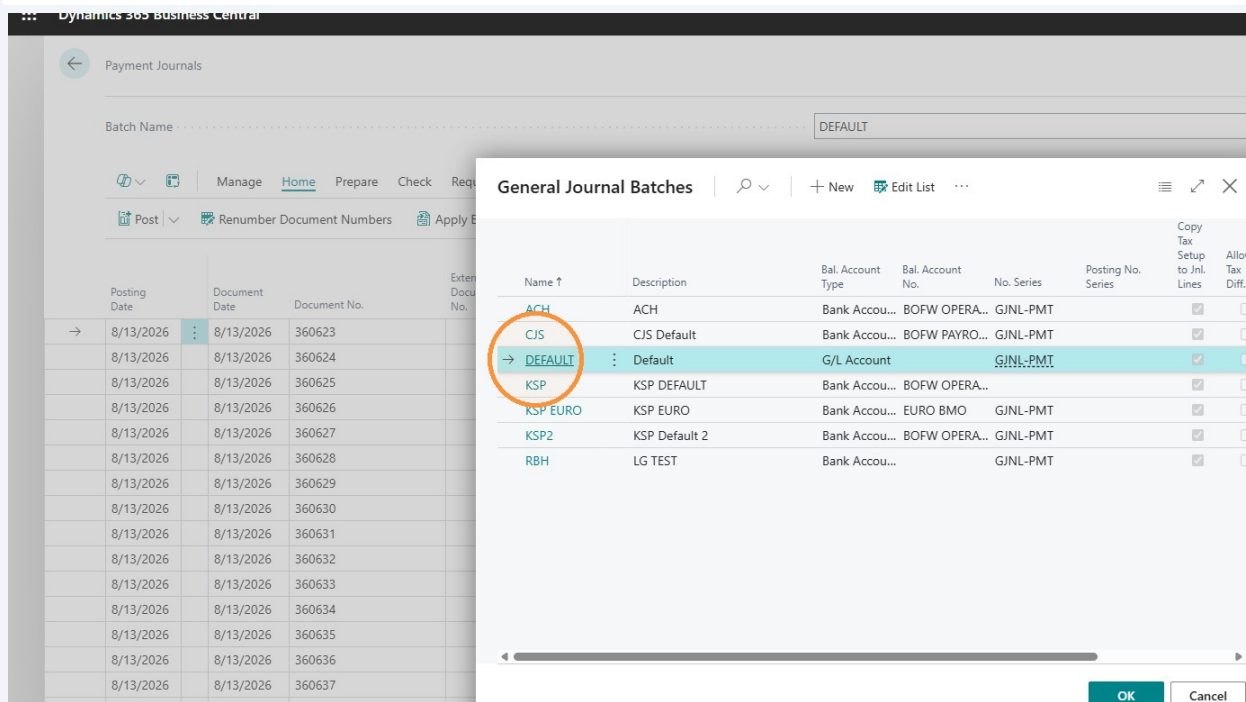
Balance Account

Bal. Account Name BMO - Operating

General Posting Setup

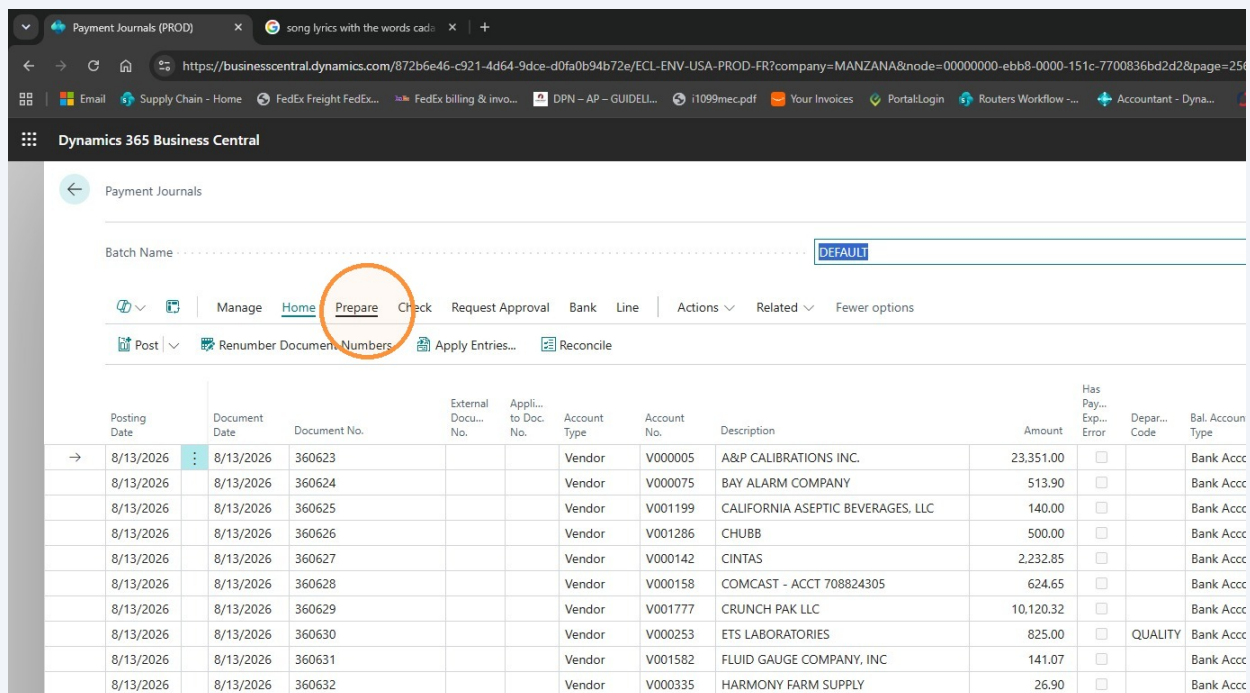
Tax Posting Setup

Incoming Document Files

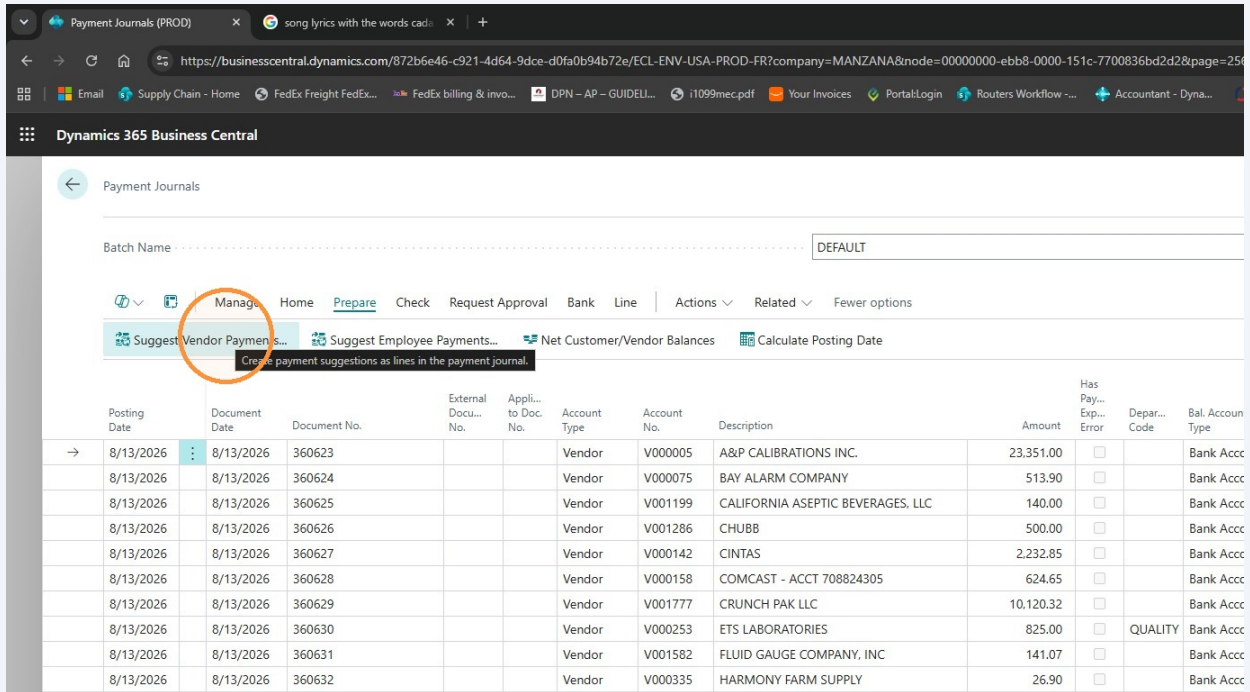


Prepare Vendor Payments

3 Open the Prepare menu.



4 Click Suggest Vendor Payments.



Payment Journals (PROD) x song lyrics with the words cad: x +

https://businesscentral.dynamics.com/872b6e46-c921-4d64-9dce-d0fa0b94b72e/ECL-ENV-USA-PROD-FR?company=MANZANA&node=00000000-ebb8-0000-151c-7700836bd2d2&page=256

Email Supply Chain - Home FedEx Freight FedEx... FedEx billing & invo... DPN - AP - GUIDELI... i1099mec.pdf Your Invoices PortalLogin Routers Workflow ... Accountant - Dyna...

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

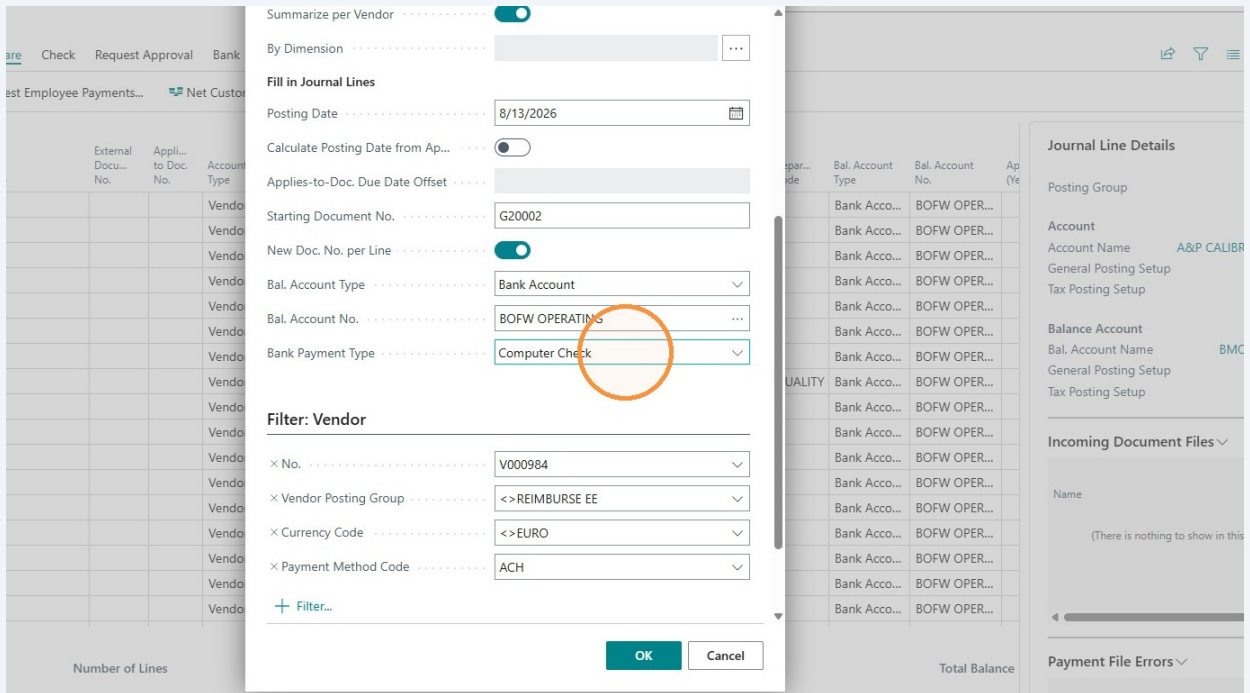
Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options

Suggest Vendor Payments... Suggest Employee Payments... Net Customer/Vendor Balances Calculate Posting Date

Create payment suggestions as lines in the payment journal.

Posting Date	Document Date	Document No.	External Doc. No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026	8/13/2026	360623			Vendor	V000005	A&P CALIBRATIONS INC.	23.351.00			Bank Acco
8/13/2026	8/13/2026	360624			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Acco
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES. LLC	140.00			Bank Acco
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00			Bank Acco
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85			Bank Acco
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Acco
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Acco
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Acco
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Acco
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Acco

5 Open the Bank Payment Type menu.



Summarize per Vendor: ☒

By Dimension: ...

Fill in Journal Lines

Posting Date: 8/13/2026

Calculate Posting Date from Ap...: ☐

Applies-to-Doc. Due Date Offset: ...

Starting Document No.: G20002

New Doc. No. per Line: ☒

Bal. Account Type: Bank Account

Bal. Account No.: BOFW OPERATING

Bank Payment Type: Computer Check

Filter: Vendor

× No.: V000984

× Vendor Posting Group: <> REIMBURSE EE

× Currency Code: <> EURO

× Payment Method Code: ACH

+ Filter...

OK Cancel

Journal Line Details

Posting Group

Account

Account Name: A&P CALIBR

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name: BMC

General Posting Setup

Tax Posting Setup

Incoming Document Files

Name

(There is nothing to show in this view)

Payment File Errors

6 Select a bank payment type.

The screenshot shows the 'Fill in Journal Lines' dialog box in a software application. The 'Bank Payment Type' dropdown menu is open, and 'Computer Check' is selected and highlighted with a blue background. Other options in the list include 'Manual Check', 'Electronic Payment', and 'Electronic Payment-IAT'. The dialog also contains fields for 'Posting Date' (8/13/2026), 'Starting Document No.' (G20002), 'New Doc. No. per Line' (toggle on), 'Bal. Account Type' (Bank Account), 'Bal. Account No.' (BOFW OPERATING), 'Filter: Vendor' (x No.), 'Vendor Posting Group' (<> REIMBURSE EE), 'Currency Code' (<> EURO), and 'Payment Method Code' (ACH). The background shows a table of journal lines and a 'Journal Line Details' panel on the right.

7 Open the vendor number selector.

The screenshot shows the 'Fill in Journal Lines' dialog box with the 'Vendor No.' field highlighted. The field contains the value 'V00984'. The 'Bank Payment Type' is set to 'Computer Check'. The dialog also contains fields for 'Posting Date' (8/13/2026), 'Starting Document No.' (G20002), 'New Doc. No. per Line' (toggle on), 'Bal. Account Type' (Bank Account), 'Bal. Account No.' (BOFW OPERATING), 'Vendor Posting Group' (<> REIMBURSE EE), 'Currency Code' (<> EURO), and 'Payment Method Code' (ACH). The background shows a table of journal lines and a 'Journal Line Details' panel on the right.

8 Select a vendor.

By Dimension

Fill in Journal Lines

Posting Date: 8/13/2026

Calculate Posting Date from Ap...: ☐

Applies-to-Doc. Due Date Offset: ☐

Starting Document No.: G20002

New Doc. No. per Line: ☒

Bal. Account Type: Bank Account

Bal. Account No.: BOFW OPERATING

Bank Payment Type: Computer Check

Filter: Vendor

× No.:

× Vendor Posting Group:

× Currency Code:

× Payment Method Code:

+ Filter...

No. ↑	Name	Address
V000984	AMAZON CAPITAL SERVICES, I...	P.O. BOX 035184
V000985	CHRISTINE SPANIER	
V000987	ZZZ EUROFINS FOOD INTEGRI...	DEPT 1914
V000989	CARRIER SERVICES, INC.	23320 STONE RIDGE
V000991	SUPERIOR FOOD SAFETY INC.	1370 TRANCAS ST., SUITE 182

+ New ☐ Show details Select from full list

Number of Lines: 18

0.00

9 Click "Suggest Vendor Payments"

Calculate Posting Date from Ap...: ☐

Applies-to-Doc. Due Date Offset: ☐

Starting Document No.: G20002

New Doc. No. per Line: ☒

Bal. Account Type: Bank Account

Bal. Account No.: BOFW OPERATING

Bank Payment Type: Computer Check

Filter: Vendor

× No.:

× Vendor Posting Group: <> REIMBURSE EE

× Currency Code: <> EURO

× Payment Method Code: ACH

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Journal Line Details

Posting Group

Account

Account Name

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name

General Posting Setup

Tax Posting Setup

Incoming Document

Name

(There is nothing to display)

Payment File Errors

Error Text

Number of Lines: 18

0.00

10 Set the Payment Method Code filter to ACH.

Calculate Posting Date from Ap... ☐

Applies-to-Doc. Due Date Offset

Starting Document No.

New Doc. No. per Line ☒

Bal. Account Type

Bal. Account No.

Bank Payment Type

Filter: Vendor

× No.

× Vendor Posting Group

× Currency Code

× Payment Method Code

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Document No.	External Docu... No.	Appli... to Doc. No.	Account Type
0623			Vendo
0624			Vendo
0625			Vendo
0626			Vendo
0627			Vendo
0628			Vendo
0629			Vendo
0630			Vendo
0631			Vendo
0632			Vendo
0633			Vendo
0634			Vendo
0635			Vendo
0636			Vendo
0637			Vendo
0638			Vendo
0639			Vendo

Number of Lines 18

Total Balance 0.00

Calculate Posting Date from Ap... ☐

Applies-to-Doc. Due Date Offset

Starting Document No.

New Doc. No. per Line ☒

Bal. Account Type

Bal. Account No.

Bank Payment Type

Filter: Vendor

× No.

× Vendor Posting Group

× Currency Code

× Payment Method Code

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Document No.	External Docu... No.	Appli... to Doc. No.	Account Type
0623			Vendo
0624			Vendo
0625			Vendo
0626			Vendo
0627			Vendo
0628			Vendo
0629			Vendo
0630			Vendo
0631			Vendo
0632			Vendo
0633			Vendo
0634			Vendo
0635			Vendo
0636			Vendo
0637			Vendo
0638			Vendo
0639			Vendo

Number of Lines 18

Total Balance 0.00

Journal Line Details

Posting Group

Account

Account Name

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name

General Posting Setup

Tax Posting Setup

Incoming Document Files

Name

File Ext

(There is nothing to show in this view)

Payment File Errors

Error Text

Manage Home **Prepare** Check Request Approval Bank

Vendor Payments... Suggest Employee Payments... Net Customer Payments...

Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type
8/13/2026	360623			Vendo
8/13/2026	360624			Vendo
8/13/2026	360625			Vendo
8/13/2026	360626			Vendo
8/13/2026	360627			Vendo
8/13/2026	360628			Vendo
8/13/2026	360629			Vendo
8/13/2026	360630			Vendo
8/13/2026	360631			Vendo
8/13/2026	360632			Vendo
8/13/2026	360633			Vendo
8/13/2026	360634			Vendo
8/13/2026	360635			Vendo
8/13/2026	360636			Vendo
8/13/2026	360637			Vendo
8/13/2026	360638			Vendo
8/13/2026	360639			Vendo

Number of Lines: 18

Calculate Posting Date from Ap...

Applies-to-Doc. Due Date Offset:

Starting Document No.: G20002

New Doc. No. per Line:

Bal. Account Type: Bank Account

Bal. Account No.: BOFW OPERATING

Bank Payment Type: Computer Check

Filter: Vendor

× No.:

× Vendor Posting Group: <>REIMBURSE EE

× Currency Code: <>EURO

× Payment Method Code: ACH

+ Filter...

Filter totals by: + Filter...

Code	Description
ACCOUNT	Payment on account
→ ACH	ACH
BANK	Bank Transfer
BNKCONVDOM	Bank Data Conversion for Domestic Banks
BNKCONVINT	Bank Data Conversion for International Banks

Show details Select from full list

Manage Home **Prepare** Check Request Approval Bank

Vendor Payments... Suggest Employee Payments... Net Customer Payments...

Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type
8/13/2026	360623			Vendo
8/13/2026	360624			Vendo
8/13/2026	360625			Vendo
8/13/2026	360626			Vendo
8/13/2026	360627			Vendo
8/13/2026	360628			Vendo
8/13/2026	360629			Vendo
8/13/2026	360630			Vendo
8/13/2026	360631			Vendo
8/13/2026	360632			Vendo
8/13/2026	360633			Vendo
8/13/2026	360634			Vendo
8/13/2026	360635			Vendo
8/13/2026	360636			Vendo
8/13/2026	360637			Vendo
8/13/2026	360638			Vendo
8/13/2026	360639			Vendo

Number of Lines: 18

Calculate Posting Date from Ap...

Applies-to-Doc. Due Date Offset:

Starting Document No.: G20002

New Doc. No. per Line:

Bal. Account Type: Bank Account

Bal. Account No.: BOFW OPERATING

Bank Payment Type: Computer Check

Filter: Vendor

× No.:

× Vendor Posting Group: <>REIMBURSE EE

× Currency Code: <>EURO

× Payment Method Code: ACH

+ Filter...

Filter totals by: + Filter...

OK Cancel

Calculate Posting Date from Ap... ☐

Applies-to-Doc. Due Date Offset

Starting Document No.

New Doc. No. per Line ☒

Bal. Account Type

Bal. Account No.

Bank Payment Type

Filter: Vendor

× No.

× Vendor Posting Group

× Currency Code

× Payment Method Code

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Document No.	External Doc. No.	Appl. to Doc. No.	Account Type
360623			Vendo
360624			Vendo
360625			Vendo
360626			Vendo
360627			Vendo
360628			Vendo
360629			Vendo
360630			Vendo
360631			Vendo
360632			Vendo
360633			Vendo
360634			Vendo
360635			Vendo
360636			Vendo
360637			Vendo
360638			Vendo
360639			Vendo

Number of Lines: 18

0.00

Calculate Posting Date from Ap... ☐

Applies-to-Doc. Due Date Offset

Starting Document No.

New Doc. No. per Line ☒

Bal. Account Type

Bal. Account No.

Bank Payment Type

Filter: Vendor

× No.

× Vendor Posting Group

× Currency Code

× Payment Method Code

+ Filter...

Filter totals by:

+ Filter...

OK Cancel

Document Date	Document No.	External Doc. No.	Appl. to Doc. No.	Account Type
8/13/2026	360623			Vendo
8/13/2026	360624			Vendo
8/13/2026	360625			Vendo
8/13/2026	360626			Vendo
8/13/2026	360627			Vendo
8/13/2026	360628			Vendo
8/13/2026	360629			Vendo
8/13/2026	360630			Vendo
8/13/2026	360631			Vendo
8/13/2026	360632			Vendo
8/13/2026	360633			Vendo
8/13/2026	360634			Vendo
8/13/2026	360635			Vendo
8/13/2026	360636			Vendo
8/13/2026	360637			Vendo
8/13/2026	360638			Vendo
8/13/2026	360639			Vendo

Number of Lines: 18

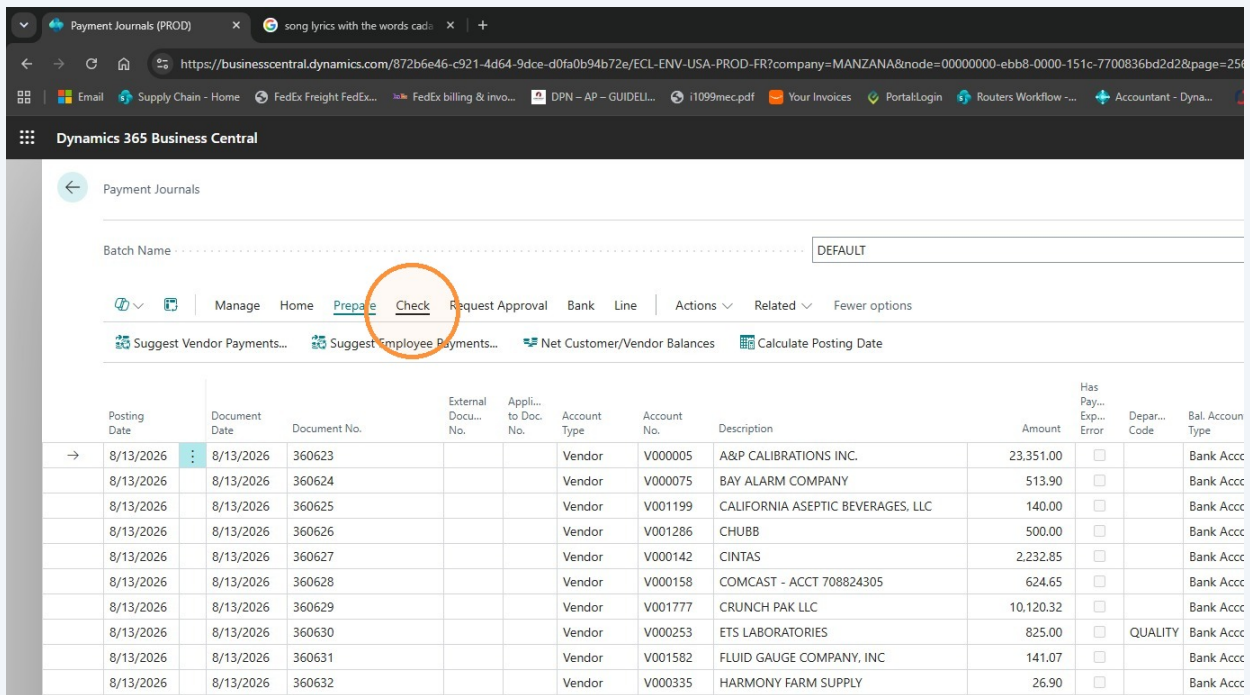
0.00

ACH dropdown list:

Code	Description
ACCOUNT	Payment on account
BANK	Bank Transfer
BNKCONVDOM	Bank Data Conversion for Domestic Banks
BNKCONVINT	Bank Data Conversion for International Banks
CARD	Card payment

Show details Select from full list

12 Open the Check menu.



Payment Journals

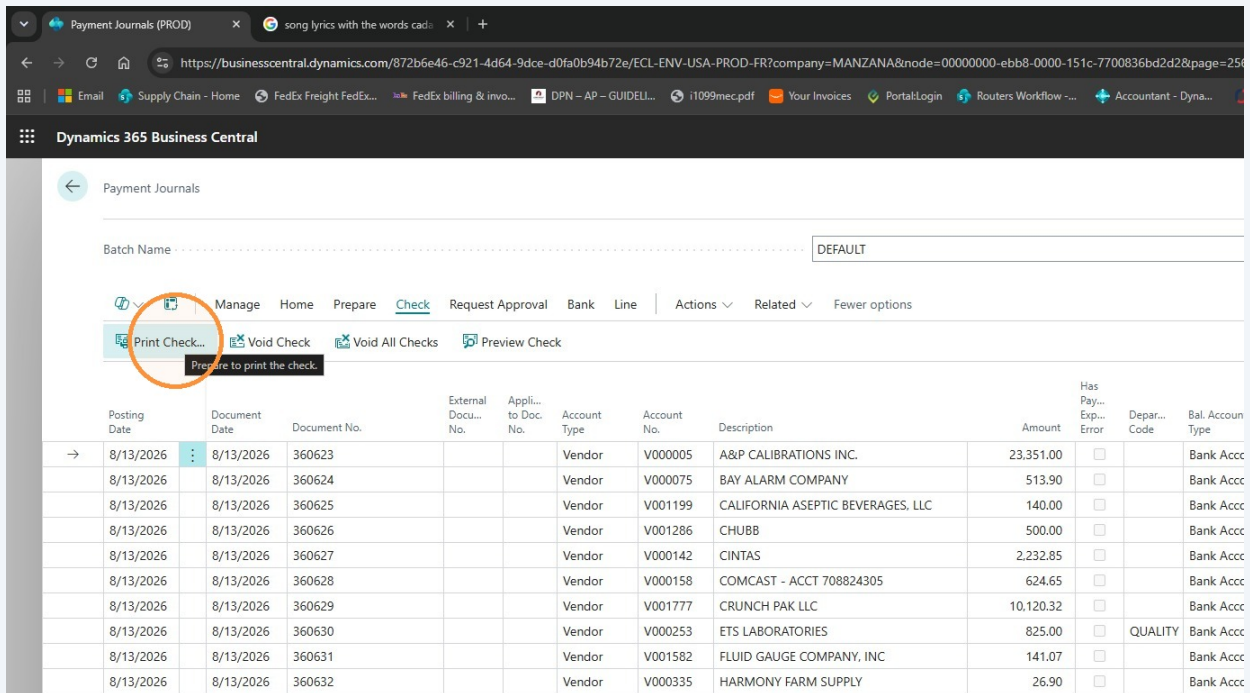
Batch Name: DEFAULT

Manage Home **Prepare** **Check** Request Approval Bank Line Actions Related Fewer options

Suggest Vendor Payments... Suggest Employee Payments... Net Customer/Vendor Balances Calculate Posting Date

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Accoun Type
→ 8/13/2026	8/13/2026	360623			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Accc
8/13/2026	8/13/2026	360624			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Accc
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Accc
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc

13 Click Print Check.



Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Prepare to print the check.

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Accoun Type
→ 8/13/2026	8/13/2026	360623			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Accc
8/13/2026	8/13/2026	360624			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Accc
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Accc
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc

14 Click Print in the Check dialog.

Use default values from: Last used options and filters

Options

Bank Account: BOFW OPERATING

Last Check No.: 360640

One Check per Vendor per Doc.: ☐

Reprint Checks: ☐

Test Print: ☐

Filter: Gen. Journal Line

× Journal Template Name: PAYMENT

× Journal Batch Name: DEFAULT

× Posting Date:

+ Filter...

Advanced >

Buttons: Send to... **Print** Preview Cancel

Document No.	External Docu... No.	Appli... to Doc. No.	Account Type
360623			Vendo
360624			Vendo
360625			Vendo
360626			Vendo
360627			Vendo
360628			Vendo
360629			Vendo
360630			Vendo
360631			Vendo
360632			Vendo
360633			Vendo
360634			Vendo
360635			Vendo
360636			Vendo
360637			Vendo
360638			Vendo
360639			Vendo

Number of Lines: 18

Total Balance: 0.00

Journal Line Details

Posting Group

Account

Account Name

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name

General Posting Setup

Tax Posting Setup

Incoming Document

Name

(There is nothing)

Payment File Errors

Error Text

15 Click "Print Check..."

Payment Journals (PROD)

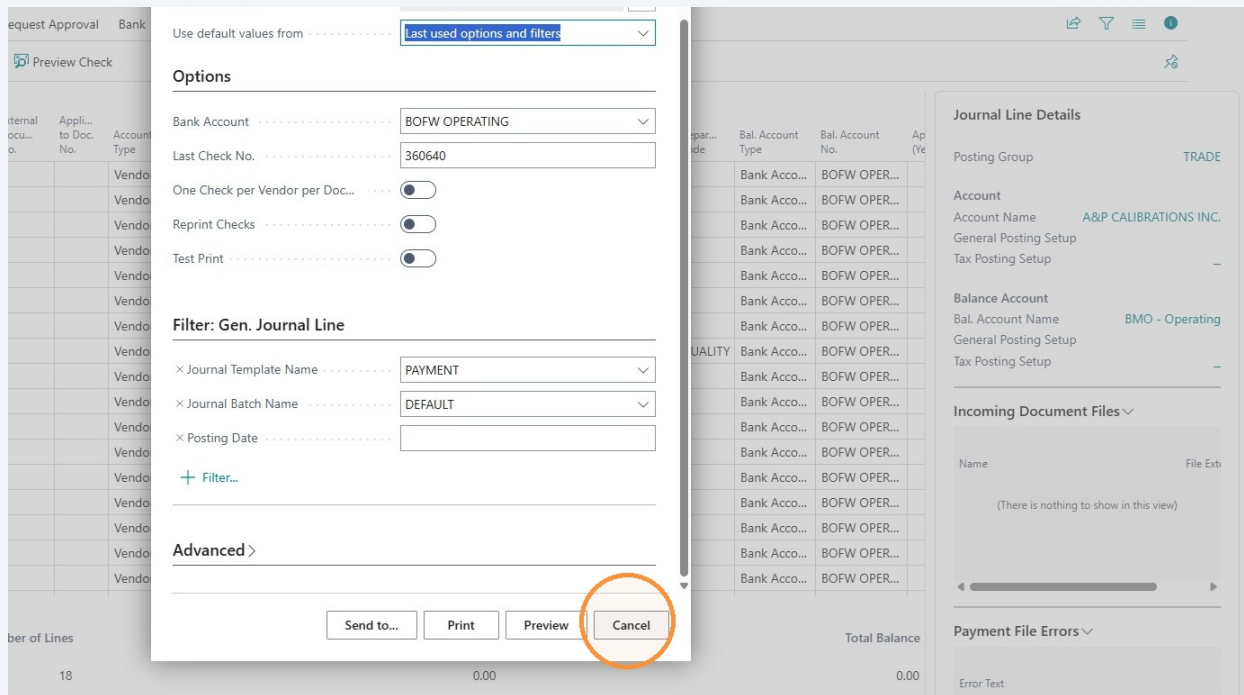
Batch Name: DEFAULT

Buttons: Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Buttons: **Print Check...** Void Check Void All Checks Preview Check

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026	8/13/2026	360623			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Accc
8/13/2026	8/13/2026	360624			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Accc
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Accc
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc

16 Cancel the Check dialog.



17 Click "Document No."

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

	Posting Date	Document Date	Document No.	External Document No.	Applied to Document No.	Account Type	Account No.	Description	Amount	Has Payment Error	Department Code	Balance Account Type
→	8/13/2026	8/13/2026	360623			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Account
	8/13/2026	8/13/2026	360624			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Account
	8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Account
	8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Bank Account
	8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Account
	8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Account
	8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Account
	8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Account
	8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Account
	8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Account
	8/13/2026	8/13/2026	360633			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Account
	8/13/2026	8/13/2026	360634			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Account
	8/13/2026	8/13/2026	360635			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Account
	8/13/2026	8/13/2026	360636			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Account

18 Select document number 360640.

Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options												
Print Check... Void Check Void All Checks Preview Check												
Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type	
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Accto	
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Bank Accto	
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accto	
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accto	
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accto	
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accto	
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accto	
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accto	
8/13/2026	8/13/2026	360633			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Accto	
8/13/2026	8/13/2026	360634			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Accto	
8/13/2026	8/13/2026	360635			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Accto	
8/13/2026	8/13/2026	360636			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Accto	
8/13/2026	8/13/2026	360637			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Accto	
8/13/2026	8/13/2026	360638			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Accto	
8/13/2026	8/13/2026	360639			Vendor	V000632	SEBASTOPOL HARDWARE CTR, INC	77.30	☐		Bank Accto	
8/13/2026	8/13/2026	360640			Vendor	V001145	THOMPSONS, LLC	3,797.64	☐		Bank Accto	
Number of Lines								Balance				
18								0.00				

19 Click Void All Checks.

Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options												
Print Check... Void Check Void All Checks Preview Check												
Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type	
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Ban	
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Ban	
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Ban	
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Ban	
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Ban	
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Ban	
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Ban	
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Ban	
8/13/2026	8/13/2026	360633			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Ban	
8/13/2026	8/13/2026	360634			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Ban	

20 Confirm voiding all printed checks.

Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Void All Checks Preview Check

Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type	Bal. Account No.
360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Acco...	BOFW OPER.
360626			Vendor	V001286	CHUBB	500.00	☐		Bank Acco...	BOFW OPER.
360627			Vendor				☐		Bank Acco...	BOFW OPER.
360628			Vendor				☐		Bank Acco...	BOFW OPER.
360629			Vendor				☐		Bank Acco...	BOFW OPER.
360630			Vendor				☐	QUALITY	Bank Acco...	BOFW OPER.
360631			Vendor				☐		Bank Acco...	BOFW OPER.
360632			Vendor				☐		Bank Acco...	BOFW OPER.
360633			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Acco...	BOFW OPER.
360634			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Acco...	BOFW OPER.
360635			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Acco...	BOFW OPER.
360636			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Acco...	BOFW OPER.
360637			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Acco...	BOFW OPER.
360638			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Acco...	BOFW OPER.
360639			Vendor	V000632	SEBASTOPOL HARDWARE CTR, INC	77.30	☐		Bank Acco...	BOFW OPER.
360640			Vendor	V001145	THOMPSONGAS, LLC	3,797.64	☐		Bank Acco...	BOFW OPER.

Journal Line Details

Posting Group

Account

Account Name

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name

General Posting Setup

Tax Posting Setup

Incoming Document File

Name

(There is nothing to show)

Payment File Errors

Number of Lines Balance Total Balance

21 Click "Document Date (Blank)"

Dynamics 365 Business Central

Payment Journals

Batch Name DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. / Type
8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Ban
8/13/2026		*			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Ban
8/13/2026		*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Ban
8/13/2026		*			Vendor	V001286	CHUBB	500.00	☐		Ban
8/13/2026		*			Vendor	V000142	CINTAS	2,232.85	☐		Ban
8/13/2026		*			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Ban
8/13/2026		*			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Ban
8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Ban
8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Ban
8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Ban
8/13/2026		*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Ban
8/13/2026		*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Ban
8/13/2026		*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Ban
8/13/2026		*			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Ban

22 Click "Document Date"

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Accc
8/13/2026					Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Accc
8/13/2026					Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Accc
8/13/2026					Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026					Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026					Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026					Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026					Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026					Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026					Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc
8/13/2026					Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Accc
8/13/2026					Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Accc
8/13/2026					Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Accc
8/13/2026					Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Accc

23 Click "Document Date"

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

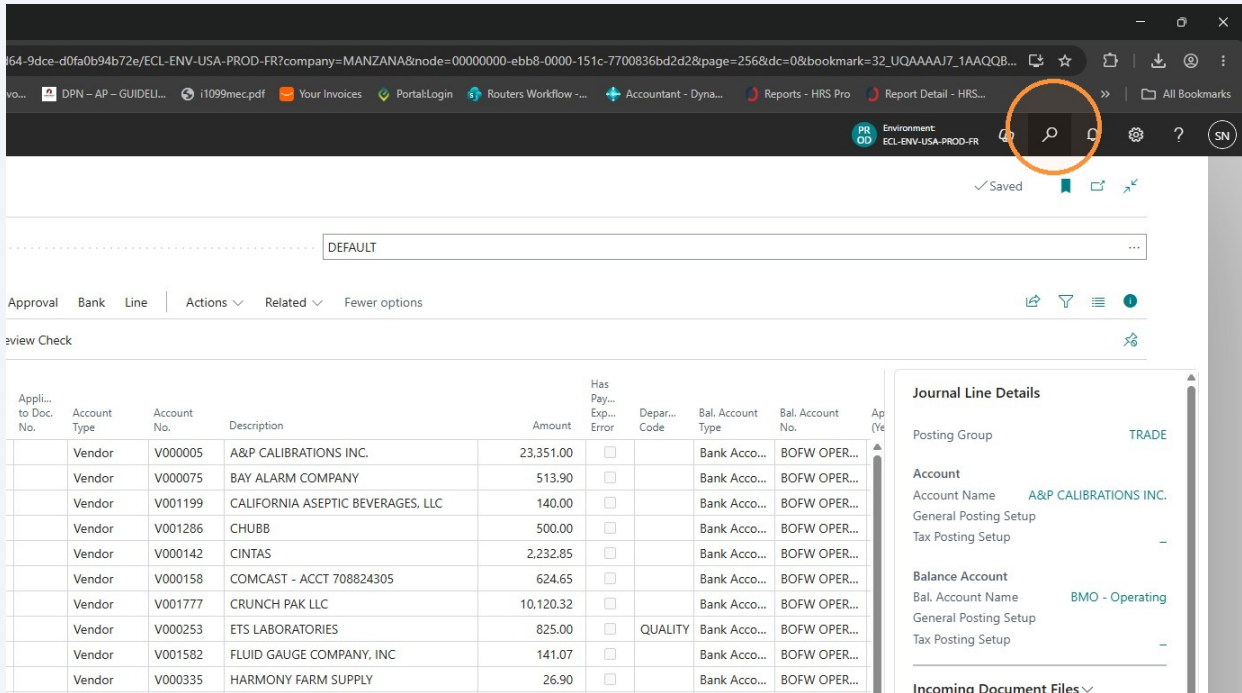
Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Accc
8/13/2026					Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Accc
8/13/2026					Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Accc
8/13/2026					Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026					Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026					Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026					Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026					Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026					Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026					Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc
8/13/2026					Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Accc
8/13/2026					Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Accc
8/13/2026					Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Accc
8/13/2026					Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Accc

Review Check Ledger

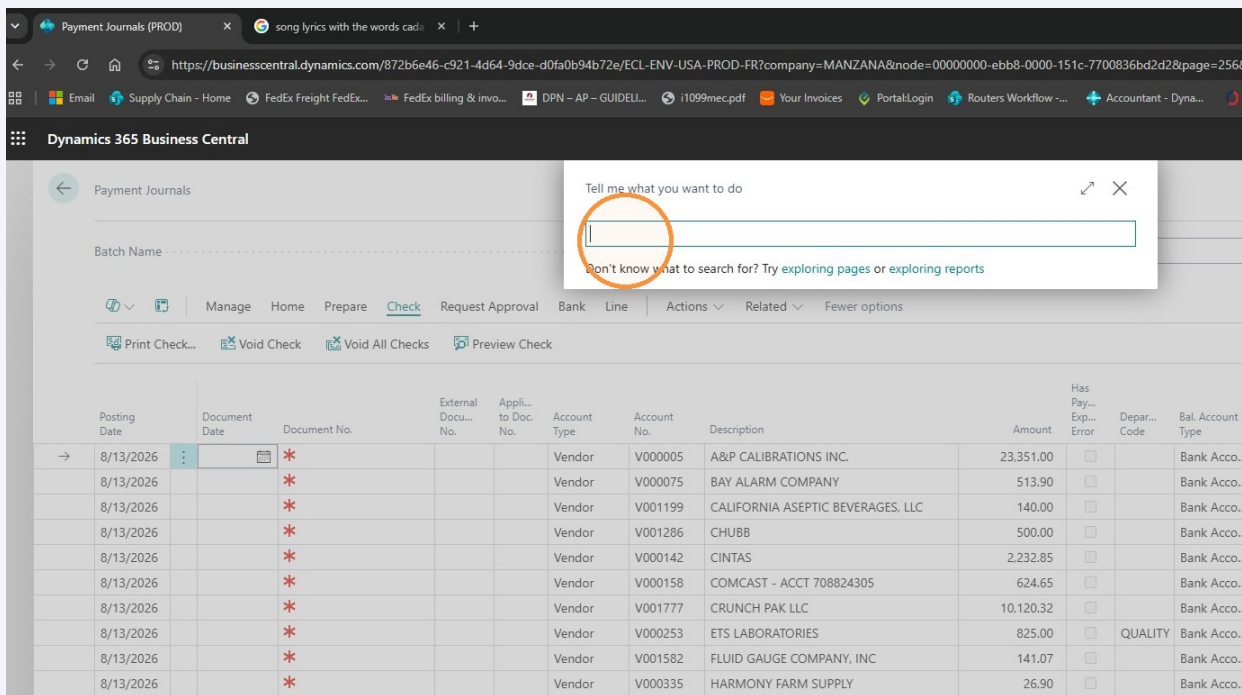
24 Click "Search"



The screenshot shows a web application interface with a search bar at the top. A red circle highlights the search icon in the top right corner of the page. Below the search bar, there is a table of journal lines. The table has columns for Account Type, Account No., Description, Amount, Has Pay... Exp... Error, Depart... Code, Bal. Account Type, Bal. Account No., and Ap (Ye). The table contains 10 rows of data, each representing a vendor and their account details.

Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depart... Code	Bal. Account Type	Bal. Account No.	Ap (Ye)
Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Acco...	BOFW OPER...	
Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Acco...	BOFW OPER...	
Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Acco...	BOFW OPER...	
Vendor	V001286	CHUBB	500.00			Bank Acco...	BOFW OPER...	
Vendor	V000142	CINTAS	2,232.85			Bank Acco...	BOFW OPER...	
Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Acco...	BOFW OPER...	
Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Acco...	BOFW OPER...	
Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Acco...	BOFW OPER...	
Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Acco...	BOFW OPER...	
Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Acco...	BOFW OPER...	

25 Click "Tell me what you want to do."



The screenshot shows a Dynamics 365 Business Central interface. A red circle highlights the search bar in the top right corner of the page. Below the search bar, there is a table of journal lines. The table has columns for Posting Date, Document Date, Document No., External Docu... No., Appli... to Doc. No., Account Type, Account No., Description, Amount, Has Pay... Exp... Error, Depart... Code, Bal. Account Type, and Bal. Account No. The table contains 10 rows of data, each representing a vendor and their account details.

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depart... Code	Bal. Account Type	Bal. Account No.
8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Acco...	
8/13/2026		*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Acco...	
8/13/2026		*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Acco...	
8/13/2026		*			Vendor	V001286	CHUBB	500.00			Bank Acco...	
8/13/2026		*			Vendor	V000142	CINTAS	2,232.85			Bank Acco...	
8/13/2026		*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Acco...	
8/13/2026		*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Acco...	
8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Acco...	
8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Acco...	
8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Acco...	

26 Click "Bank Accounts Lists Not bookmarked"

The screenshot shows the Dynamics 365 interface with a search bar at the top containing 'bank a'. Below the search bar, there are several sections: 'On current page (Payment Journals)', 'Go to Pages and Tasks', 'Go to Reports and Analysis', and 'Search for 'bank a''. The 'Go to Pages and Tasks' section contains a list of links: 'Banking Apps', 'Bank Accounts', and 'AMC Banking Setup'. The 'Bank Accounts' link is circled in orange. The 'Go to Reports and Analysis' section contains links for 'Bank Deposit', 'Bank Account - List', and 'Bank Account - Labels'. The 'Search for 'bank a'' section contains links for 'Search company data' and 'Search Help'.

27 Open Bank Accounts.

The screenshot shows the Dynamics 365 'Bank Accounts' page. The 'Bank Account' tab is circled in orange. The page displays a table of bank accounts with columns: No. ↑, Name, Bank Account Linking Status, Phone No., Contact, and Bal. The table contains three rows: 'BOFW OPE...' (BMO - Operating, Not Linked, 1-800-488-2265, 1,194.56), 'BOFW PAY...' (BMO - Payroll, Not Linked, 1-800-488-2265, -204.46), and 'EURO BMO' (EURO BMO ACCOUNT, Not Linked, -, -301.72). A 'Notes' section on the right indicates '(There is nothing to show in this view)'.

28 Open Check Ledger Entries.

Bank Accounts

Dimensions-Multiple | Statistics | Contact | Balance | Ledger Entries | **Check Ledger Entries** | More options

No. ↑	Name	Bank Account Linking Status	Phone No.	Contact	Balance
BOFW OPE...	BMO - Operating	Not Linked	1-800-488-2265		1,194.56
BOFW PAY...	BMO - Payroll	Not Linked	1-800-488-2265		-204.46
EURO BMO	EURO BMO ACCOUNT	Not Linked	-		-301.72

Notes +

(There is nothing to show in this view)

29 Select check 360623.

Check Ledger

Check Date	Check No.	Description	Amount	Posting Date
8/13/2026	360640	BOFW OPERATING THOMPSONGAS, LLC	3,797.64	Voided
8/13/2026	360639	BOFW OPERATING SEBASTOPOL HARDWARE CTR, INC	77.30	Voided
8/13/2026	360638	BOFW OPERATING RECOLOGY SONOMA MARIN	6,317.01	Voided
8/13/2026	360637	BOFW OPERATING PROJECT STEWARD, LLC	45,230.64	Voided
8/13/2026	360636	BOFW OPERATING PG&E - 6294519225-0	8,382.27	Voided
8/13/2026	360635	BOFW OPERATING LITTLE KING TRANSPORTATION	9,648.46	Voided
8/13/2026	360634	BOFW OPERATING LEINAD RESOURCES INC	15,675.00	Voided
8/13/2026	360633	BOFW OPERATING INLAND FIRE PROTECTION, INC	195.06	Voided
8/13/2026	360632	BOFW OPERATING HARMONY FARM SUPPLY	26.90	Voided
8/13/2026	360631	BOFW OPERATING FLUID GAUGE COMPANY, INC	141.07	Voided
8/13/2026	360630	BOFW OPERATING ETS LABORATORIES	825.00	Voided
8/13/2026	360629	BOFW OPERATING CRUNCH PAK LLC	10,120.32	Voided
8/13/2026	360628	BOFW OPERATING COMCAST - ACCT 708824305	624.65	Voided
8/13/2026	360627	BOFW OPERATING CINTAS	2,232.85	Voided
8/13/2026	360626	BOFW OPERATING CHUBB	500.00	Voided
8/13/2026	360625	BOFW OPERATING CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	Voided
8/13/2026	360624	BOFW OPERATING BAY ALARM COMPANY	513.90	Voided
8/13/2026	360623	BOFW OPERATING A&P CALIBRATIONS INC.	23,351.00	Voided
8/12/2026	ACH 8/12/26	BOFW OPERATING CHEVRONTExACO	146.52	Posted
8/7/2026	OP-RA007650	BOFW OPERATING WESTERN ASSOCIATION OF FOOD C...	15,000.00	Posted
8/7/2026	OP-RA007649	BOFW OPERATING WATERDROP DIGITAL	2,600.00	Posted

30 Click "Back"

The screenshot shows the 'Check Ledger Entries' page in Dynamics 365 Business Central. The top navigation bar includes a 'Back' button, which is circled in red. The main content area displays a table of check ledger entries.

Check Date	Check No.	Bank Account No.	Description	Amount	Entry Status
8/13/2026	360640	BOFW OPERATING	THOMPSONGAS, LLC	3,797.64	Voided
8/13/2026	360639	BOFW OPERATING	SEBASTOPOL HARDWARE CTR, INC	77.30	Voided
8/13/2026	360638	BOFW OPERATING	RECOLOGY SONOMA MARIN	6,317.01	Voided
8/13/2026	360637	BOFW OPERATING	PROJECT STEWARD, LLC	45,230.64	Voided
8/13/2026	360636	BOFW OPERATING	PG&E - 6294519225-0	8,382.27	Voided
8/13/2026	360635	BOFW OPERATING	LITTLE KING TRANSPORTATION	9,648.46	Voided
8/13/2026	360634	BOFW OPERATING	LEINAD RESOURCES INC	15,675.00	Voided
8/13/2026	360633	BOFW OPERATING	INLAND FIRE PROTECTION, INC	195.06	Voided
8/13/2026	360632	BOFW OPERATING	HARMONY FARM SUPPLY	26.90	Voided
8/13/2026	360631	BOFW OPERATING	FLUID GAUGE COMPANY, INC	141.07	Voided
8/13/2026	360630	BOFW OPERATING	ETS LABORATORIES	825.00	Voided
8/13/2026	360629	BOFW OPERATING	CRUNCH PAK LLC	10,120.32	Voided
8/13/2026	360628	BOFW OPERATING	COMCAST - ACCT 708824305	624.65	Voided

31 Click Back to return to Bank Accounts.

The screenshot shows the 'Bank Accounts' page in Dynamics 365 Business Central. The top navigation bar includes a 'Back' button, which is circled in red. The main content area displays a table of bank accounts.

No.	Name	Bank Account Linking Status	Phone No.	Contact	Balance
BOFW OPE...	BMO - Operating	Not Linked	1-800-488-2265		1,194.56
BOFW PAY...	BMO - Payroll	Not Linked	1-800-488-2265		-204.46
EURO BMO	EURO BMO ACCOUNT	Not Linked	-		-301.72

32 Return to Payment Journals.

Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options												
Print Check... Void Check Void All Checks Preview Check												
Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type	
→ 8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00	☐		Bank Acct	
8/13/2026		*			Vendor	V000075	BAY ALARM COMPANY	513.90	☐		Bank Acct	
8/13/2026		*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Acct	
8/13/2026		*			Vendor	V001286	CHUBB	500.00	☐		Bank Acct	
8/13/2026		*			Vendor	V000142	CINTAS	2,232.85	☐		Bank Acct	
8/13/2026		*			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Acct	
8/13/2026		*			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Acct	
8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Acct	
8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Acct	
8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Acct	
8/13/2026		*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Acct	
8/13/2026		*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Acct	
8/13/2026		*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Acct	
8/13/2026		*			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Acct	
8/13/2026		*			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Acct	
8/13/2026		*			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Acct	
8/13/2026		*			Vendor	V000632	SEBASTOPOL HARDWARE CTR, INC	77.30	☐		Bank Acct	
Number of Lines								Balance				
18								0.00				

33 Click "Document No."

</

34 Click "Payment Journal"

Check Request Approval Bank Line Actions Related Fewer options

checks Preview Check

External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type	Bal. Account No.	Ap (Ye
		Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Acco...	BOFW OPER...	
		Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Acco...	BOFW OPER...	
		Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Acco...	BOFW OPER...	
		Vendor	V001286	CHUBB	500.00			Bank Acco...	BOFW OPER...	
		Vendor	V000142	CINTAS	2,232.85			Bank Acco...	BOFW OPER...	
		Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Acco...	BOFW OPER...	
		Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Acco...	BOFW OPER...	
		Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Acco...	BOFW OPER...	
		Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Acco...	BOFW OPER...	
		Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Acco...	BOFW OPER...	
		Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06			Bank Acco...	BOFW OPER...	
		Vendor	V001136	LEINAD RESOURCES INC	15,675.00			Bank Acco...	BOFW OPER...	
		Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46			Bank Acco...	BOFW OPER...	
		Vendor	V001452	PG&E - 6294519225-0	9,383.37			Bank Acco...	BOFW OPER...	
		Vendor	V001579	PROJECT STEWARD, LLC				Bank Acco...	BOFW OPER...	
		Vendor	V000594	RECOLOGY SONOMA MARIN				Bank Acco...	BOFW OPER...	
		Vendor	V000632	SEBASTOPOL HARDWARE CTR. INC				Bank Acco...	BOFW OPER...	

Number of Lines

Payment Journals (73) - Ex...

Journal Line Details

Posting Group

Account

Account Name A&P CALIBRATIONS IN

General Posting Setup

Tax Posting Setup

Balance Account

Bal. Account Name BMO - Operativ

General Posting Setup

Tax Posting Setup

Incoming Document Files

Name

(There is nothing to show in this view)

Payment File Errors

Update Journal Lines

35 Open the Document Date column menu.

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Accc
8/13/2026		*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Accc
8/13/2026		*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Accc
8/13/2026		*			Vendor	V001286	CHUBB	500.00			Bank Accc
8/13/2026		*			Vendor	V000142	CINTAS	2,232.85			Bank Accc
8/13/2026		*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Accc
8/13/2026		*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Accc
8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Accc
8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Accc
8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Accc
8/13/2026		*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06			Bank Accc
8/13/2026		*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00			Bank Accc
8/13/2026		*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46			Bank Accc
8/13/2026		*			Vendor	V001452	PG&E - 6294519225-0	8,382.27			Bank Accc

36 Sort Document Date in ascending order.

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/26	Ascending	*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Accc
8/13/26	Descending	*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Accc
8/13/26	Filter...	*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Accc
8/13/26	Filter to this value	*			Vendor	V001286	CHUBB	500.00			Bank Accc
8/13/26	Clear filter	*			Vendor	V000142	CINTAS	2,232.85			Bank Accc
8/13/26	Resize	*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Accc
8/13/26	What's this?	*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Accc
8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Accc
8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Accc
8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Accc
8/13/2026		*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06			Bank Accc
8/13/2026		*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00			Bank Accc
8/13/2026		*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46			Bank Accc
8/13/2026		*			Vendor	V001452	PG&E - 6294519225-0	8,382.27			Bank Accc

37 Click "Document Date, sorted in Ascending order"

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

	Posting Date	Document Date ↑	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
→	8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Accc
	8/13/2026		*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Accc
	8/13/2026		*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Accc
	8/13/2026		*			Vendor	V001286	CHUBB	500.00			Bank Accc
	8/13/2026		*			Vendor	V000142	CINTAS	2,232.85			Bank Accc
	8/13/2026		*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Accc
	8/13/2026		*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Accc
	8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Accc
	8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Accc
	8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Accc
	8/13/2026		*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06			Bank Accc
	8/13/2026		*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00			Bank Accc
	8/13/2026		*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46			Bank Accc
	8/13/2026		*			Vendor	V001452	PG&E - 6294519225-0	8,382.27			Bank Accc

38 Select August 13, 2026 in the date picker.

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

	Posting Date	Document Date ↑	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
→	8/13/2026		*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Accc
	8/13/2026		*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Accc
	8/13/2026		*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Accc
	8/13/2026		*			Vendor	V001286	CHUBB	500.00			Bank Accc
	8/13/2026		*			Vendor	V000142	CINTAS	2,232.85			Bank Accc
	8/13/2026		*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Accc
	8/13/2026		*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Accc
	8/13/2026		*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Accc
	8/13/2026		*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Accc
	8/13/2026		*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Accc
	8/13/2026		*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06			Bank Accc
	8/13/2026		*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00			Bank Accc
	8/13/2026		*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46			Bank Accc
	8/13/2026		*			Vendor	V001452	PG&E - 6294519225-0	8,382.27			Bank Accc
	8/13/2026		*			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64			Bank Accc
	8/13/2026		*			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01			Bank Accc
	8/13/2026		*			Vendor	V000632	SEBASTOPOL HARDWARE CTR, INC	77.30			Bank Accc

August 2026

Sun Mon Tue Wed Thu Fri Sat

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

Go to today

Number of Lines Balance

39

Click "Document Date, sorted in Ascending order 8/13/2026"

Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options											
Print Check... Void Check Void All Checks Preview Check											
Posting Date	Document Date ↑	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Accoun Type
8/13/2026	8/13/2026	*			Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Accc
→ 8/13/2026	8/13/2026	*			Vendor	V000632	SEBASTOPOL HARDWARE CTR. INC	77.30	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001145	THOMPSONGAS, LLC	3,797.64	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	*		0.00	☐		G/L Accol
8/13/2026	8/13/2026	*			Vendor			0.00	☐		G/L Accol
Number of Lines								Balance			
20								0.00			

40

Open the line options menu.

Manage Home Prepare Check Request Approval Bank Line Actions Related Fewer options											
Print Check... Void Check Void All Checks Preview Check											
Posting Date	Document Date ↑	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Accoun Type
8/13/2026	8/13/2026	*			Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000632	SEBASTOPOL HARDWARE CTR. INC	77.30	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001145	THOMPSONGAS, LLC	3,797.64	☐		Bank Accc
→ 8/13/2026	8/13/2026	*			Vendor	*		0.00	☐		G/L Accol
8/13/2026	8/13/2026	*			Vendor			0.00	☐		G/L Accol
Number of Lines								Balance			
20								0.00			

<https://businesscentral.dynamics.com/872b6e46-c921-4d64-9dce-d0fa0b94b72e/ECL-ENV-USA-PROD-FR?company...>

41 Click Delete Line.

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date 1	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026	8/13/2026	*			Vendor	V001286	CHUBB	500.00	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000142	CINTAS	2,232.85	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000632	SEBASTOPOL HARDWARE CTR. INC	77.30	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001145	THOMPSONGAS, LLC	3,797.64	☐		Bank Accc
8/13/2026	8/13/2026	*			Vendor	*		0.00	☐		G/L Accol
8/13/2026	8/13/2026	*			Vendor	*		0.00	☐		G/L Accol

Line
Incoming Document
New Line
Delete Line
Select More

→ 8/13/2026 8/13/2026 *

Number of Lines Balance
20 0.00

42 Confirm deleting the journal line.

Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Void All Checks Preview Check

No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type	Bal. Account No.	Ap (Ye
			Vendor	V001286	CHUBB	500.00	☐		Bank Acco...	BOFW OPER...	
			Vendor	V000142	CINTAS	2,232.85	☐		Bank Acco...	BOFW OPER...	
			Vendor				☐		Bank Acco...	BOFW OPER...	
			Vendor				☐		Bank Acco...	BOFW OPER...	
			Vendor				☐	QUALITY	Bank Acco...	BOFW OPER...	
			Vendor				☐		Bank Acco...	BOFW OPER...	
			Vendor				☐		Bank Acco...	BOFW OPER...	
			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Acco...	BOFW OPER...	
			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Acco...	BOFW OPER...	
			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Acco...	BOFW OPER...	
			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Acco...	BOFW OPER...	
			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Acco...	BOFW OPER...	
			Vendor	V000632	SEBASTOPOL HARDWARE CTR. INC	77.30	☐		Bank Acco...	BOFW OPER...	
			Vendor	V001145	THOMPSONGAS, LLC	3,797.64	☐		Bank Acco...	BOFW OPER...	
			Vendor	*		0.00	☐		G/L Account		
			Vendor	*		0.00	☐		G/L Account		

Journal Line Details

Posting Group

Account
Account Name
General Posting Setup
Tax Posting Setup

Balance Account
Bal. Account Name
General Posting Setup
Tax Posting Setup

Incoming Document Files

Name
(There is nothing to show in

Payment File Errors

Error Text

Go ahead and delete?

Yes No

Number of Lines Balance Total Balance
20 0.00 0.00

43 Click "Document No. (Blank)"

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Posting Date	Document Date ↑	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
8/13/2026	8/13/2026	*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001286	CHUBB	500.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000142	CINTAS	2,232.85			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001136	LEINAD RESOURCES INC	15,675.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001452	PG&E - 6294519225-0	8,382.27			Bank Accc

Print Checks

44 Click Print Check.

Dynamics 365 Business Central

Payment Journals

Batch Name: DEFAULT

Manage Home Prepare **Check** Request Approval Bank Line Actions Related Fewer options

Print Check... Void Check Void All Checks Preview Check

Prepare to print the check.

Posting Date	Document Date ↑	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. Account Type
→ 8/13/2026	8/13/2026	*			Vendor	V000005	A&P CALIBRATIONS INC.	23,351.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000075	BAY ALARM COMPANY	513.90			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001286	CHUBB	500.00			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000142	CINTAS	2,232.85			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000158	COMCAST - ACCT 708824305	624.65			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001777	CRUNCH PAK LLC	10,120.32			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000253	ETS LABORATORIES	825.00		QUALITY	Bank Accc
8/13/2026	8/13/2026	*			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07			Bank Accc
8/13/2026	8/13/2026	*			Vendor	V000335	HARMONY FARM SUPPLY	26.90			Bank Accc

45 Review or edit the Last Check No. field.

The screenshot shows the 'Check' dialog box with the following details:

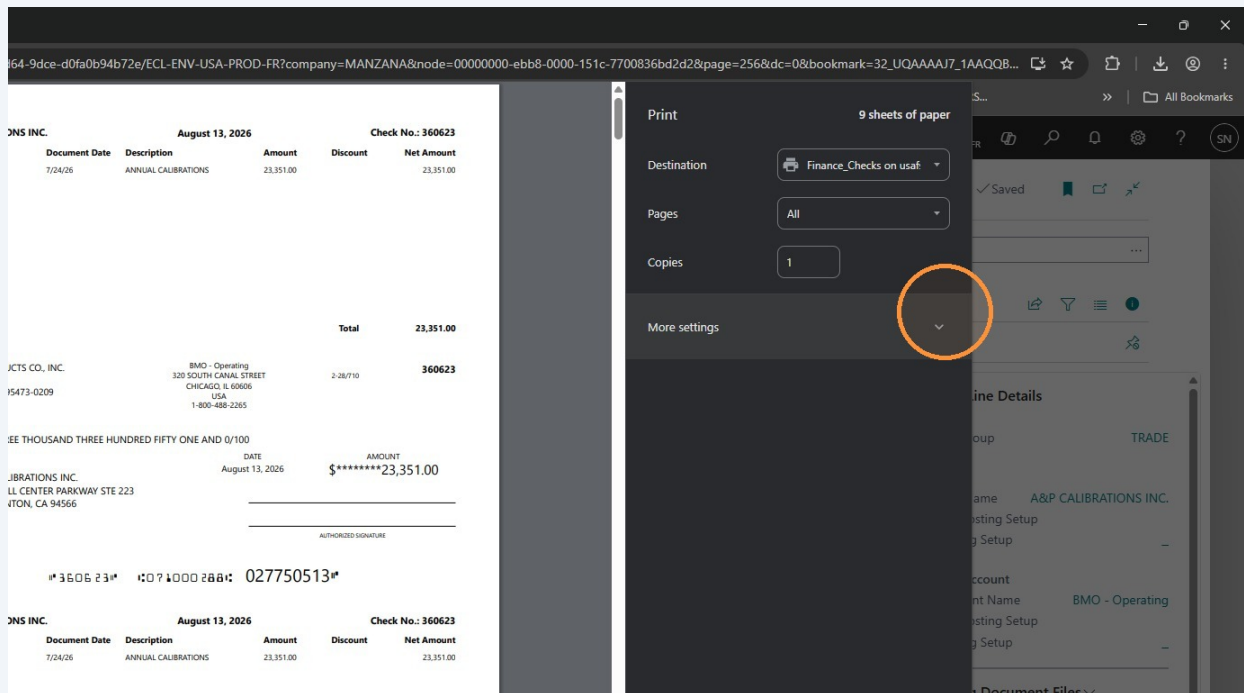
- Printer:** (Handled by the browser)
- Report Layout:** FORNAV
- Use default values from:** Last used options and filters
- Options:**
 - Bank Account:** BOFW OPERATING
 - Last Check No.:** 60640 (highlighted with an orange circle)
 - One Check per Vendor per Doc.:** ☐
 - Reprint Checks:** ☐
 - Test Print:** ☐
- Filter: Gen. Journal Line:**
 - Journal Template Name:** PAYMENT
 - Journal Batch Name:** DEFAULT
 - Posting Date:** (empty)

46 Click Print in the Check dialog.

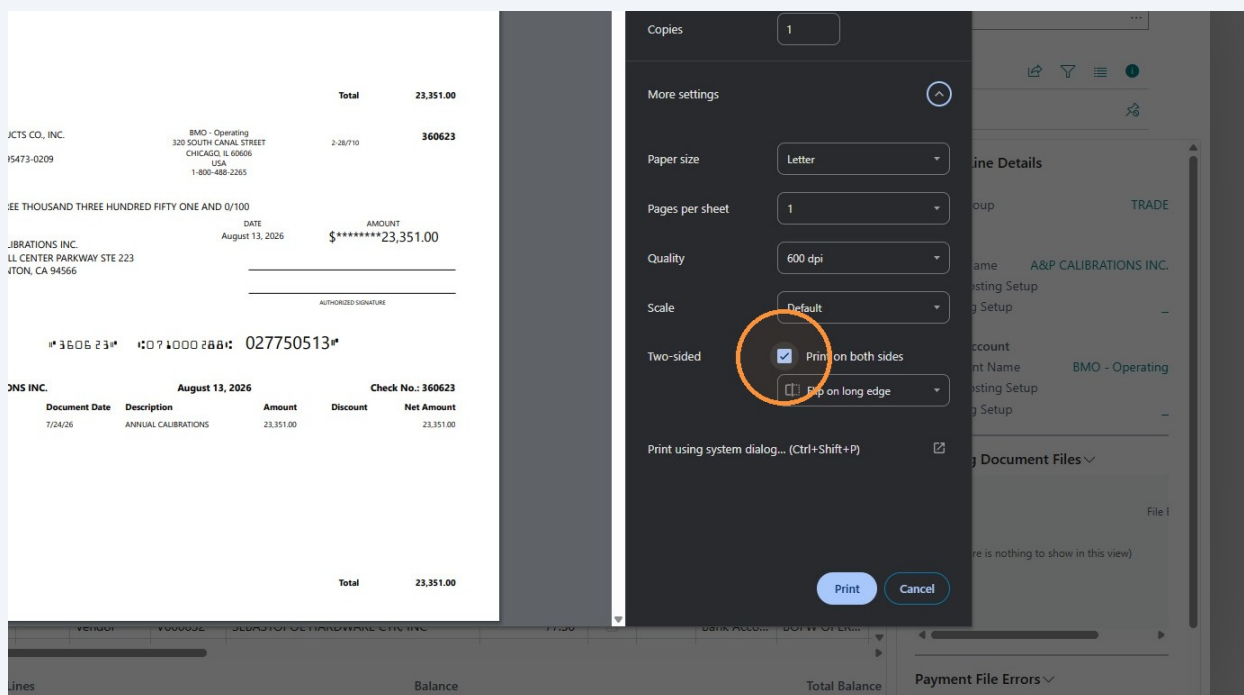
The screenshot shows the 'Check' dialog box with the following details:

- Use default values from:** Last used options and filters
- Options:**
 - Bank Account:** BOFW OPERATING
 - Last Check No.:** 360622
 - One Check per Vendor per Doc.:** ☐
 - Reprint Checks:** ☐
 - Test Print:** ☐
- Filter: Gen. Journal Line:**
 - Journal Template Name:** PAYMENT
 - Journal Batch Name:** DEFAULT
 - Posting Date:** (empty)
- Advanced >** (expanded section)
- Buttons:** Send to..., **Print** (highlighted with an orange circle), Preview, Cancel

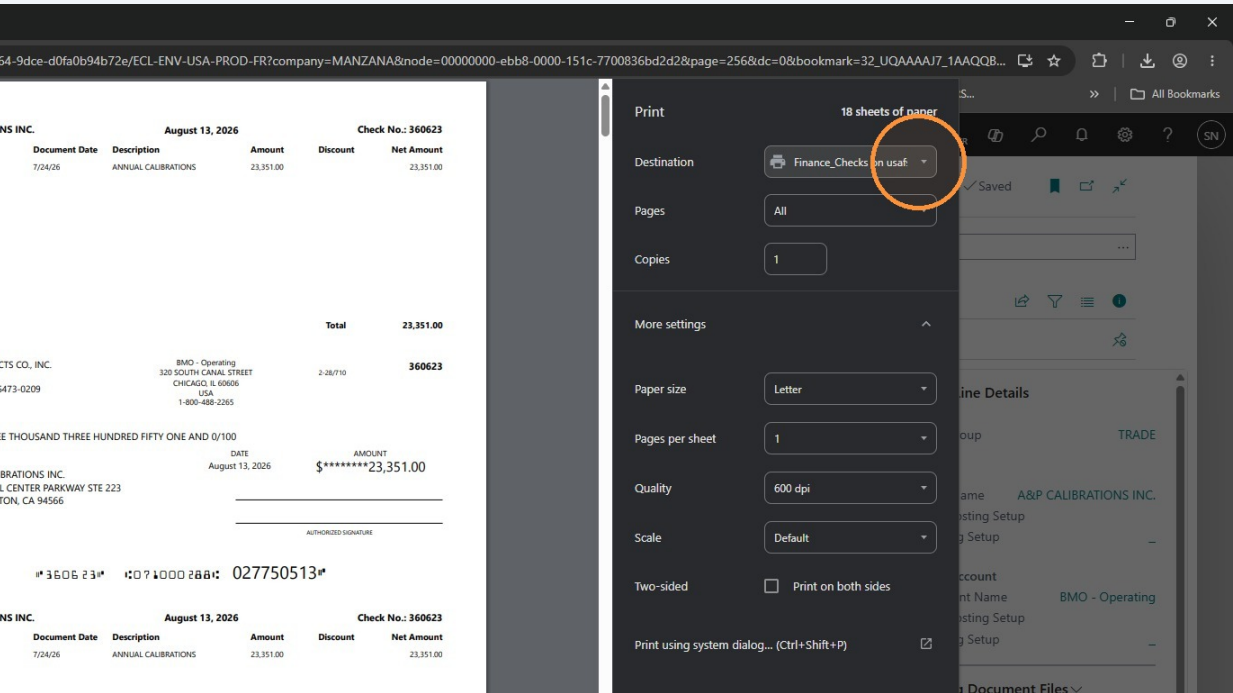
47 Open More settings in the print preview.



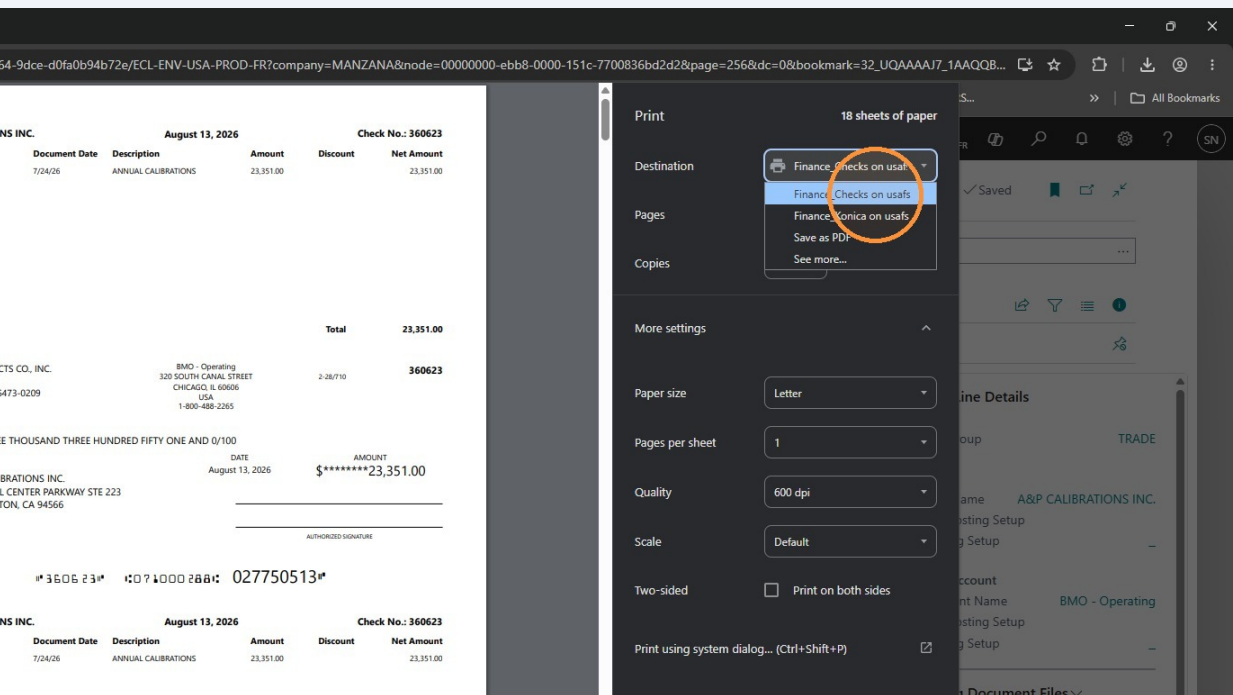
48 Enable Print on both sides.



49



50



51

