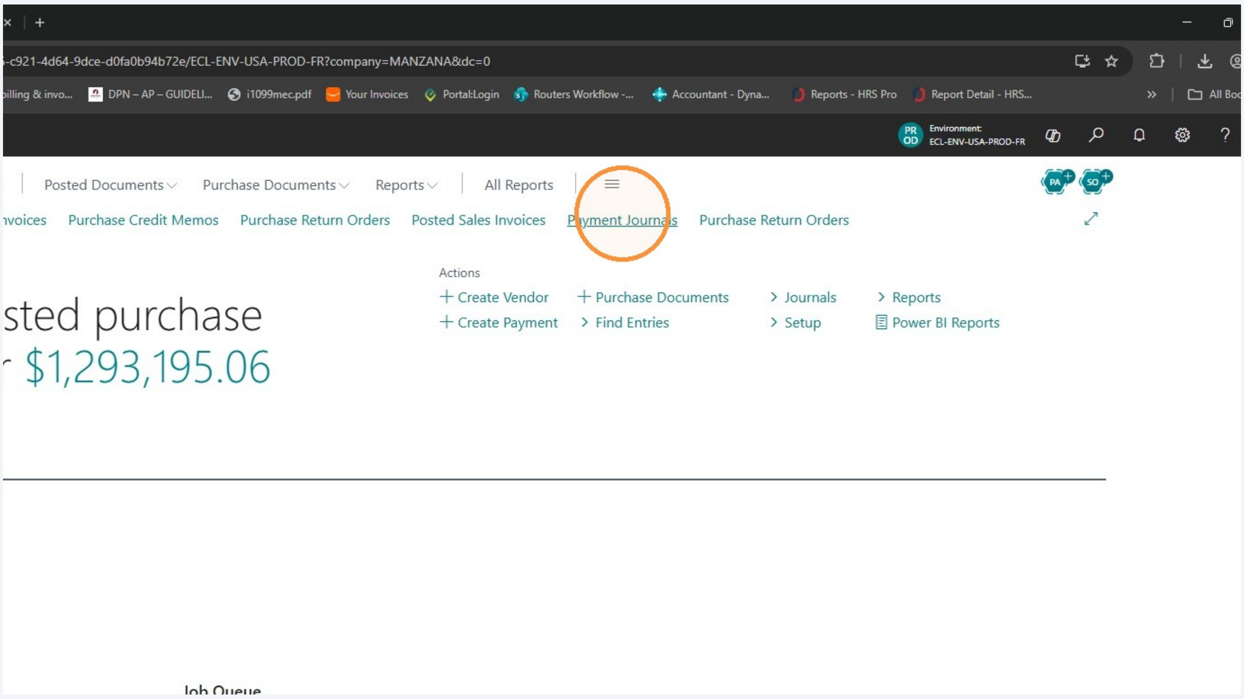
Managing And Printing Vendor Payments In Payment Journals

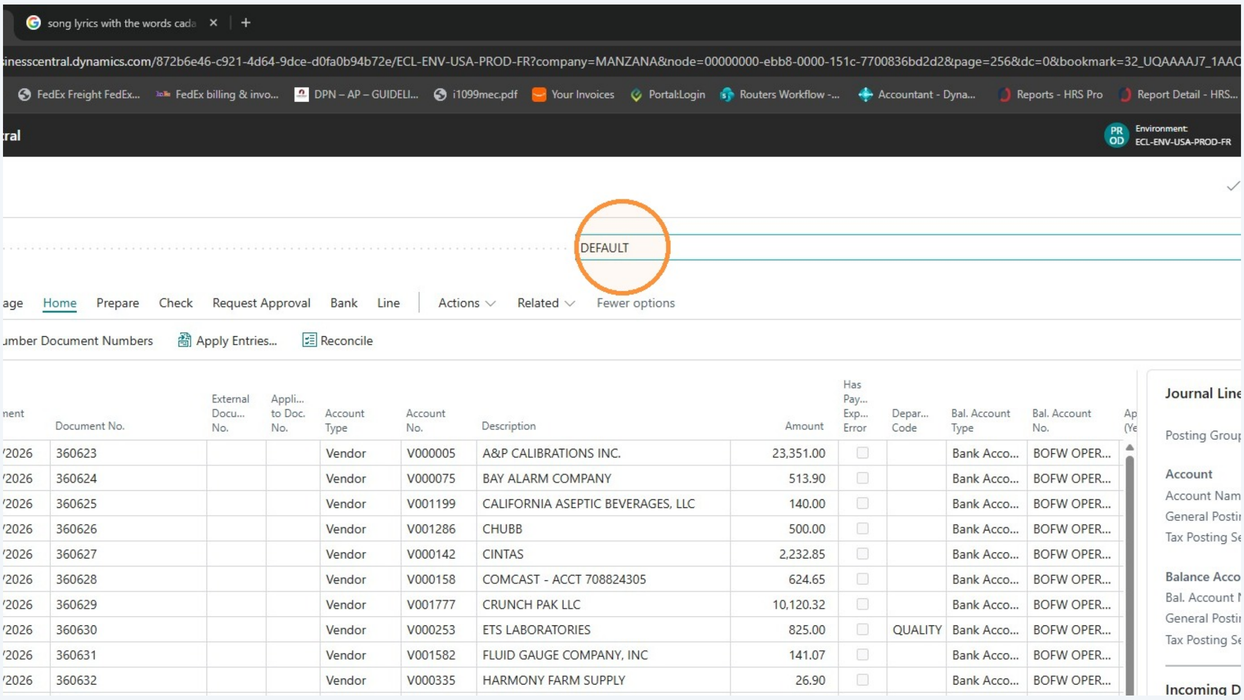
Learn how to efficiently process vendor payments by utilizing the suggest vendor payments feature and printing checks. This guide walks you through navigating payment journals, managing batch names, and handling check voids or deletions to maintain accurate financial records.

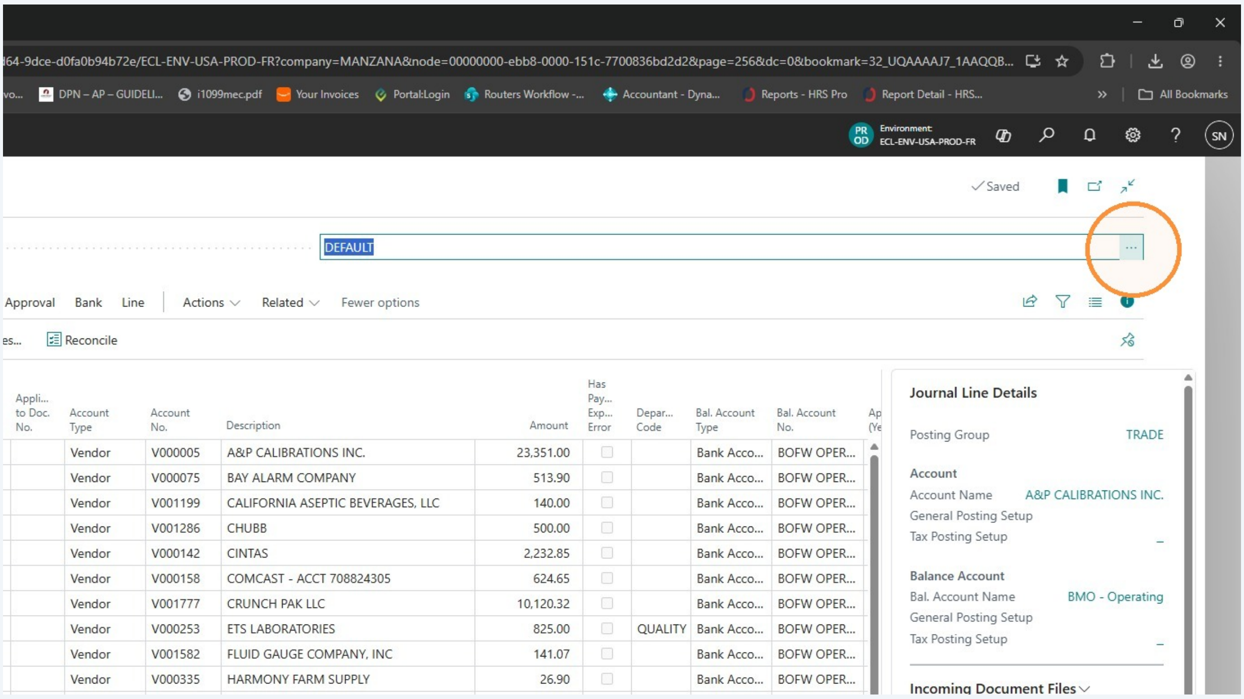
Open Payment Journals

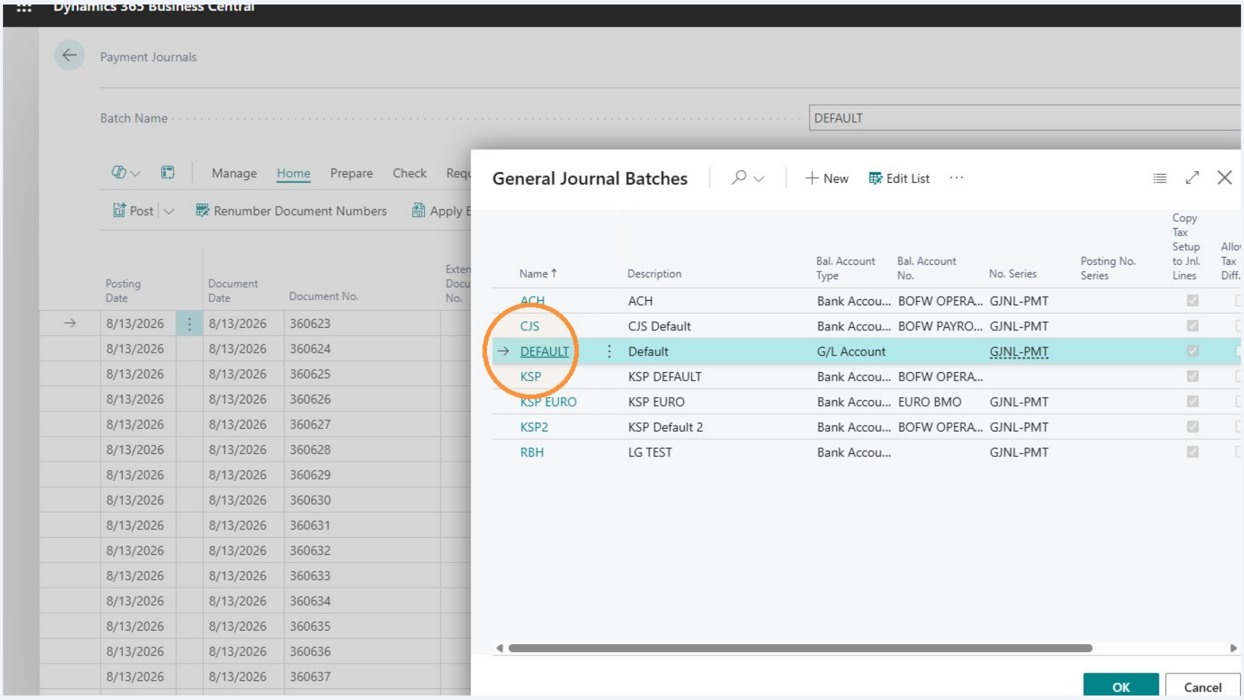
1 Open Payment Journals.



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

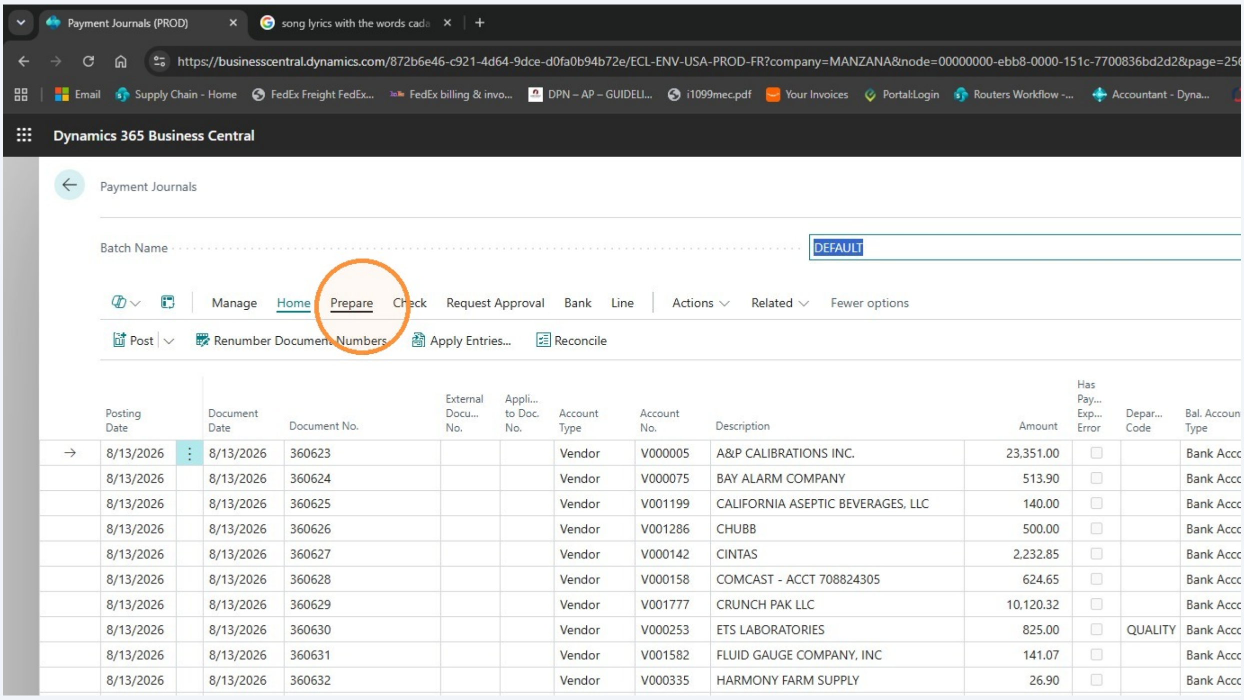

song lyrics with the words cada
inesscentral.dynamics.com/872b6e46-c921-4d64-9dce-d0fa0b94b72e/ECL-ENV-USA-PROD-FR?company=MANZANA&node=00000000-ebb8-0000-151c-7700836bd2d2&page=256&dc=0&bookmark=32_UQAAAAJ7_1AAC
FedEx Freight FedEx... FedEx billing & invo... DPN – AP – GUIDELI... i1099mec.pdf Your Invoices Portal:Login Routers Workflow -... Accountant - Dyna... Reports - HRS Pro Report Detail - HRS...
Environment: ECL-ENV-USA-PROD-FR
DEFAULT
Home Prepare Check Request Approval Bank Line Actions Related Fewer options
Apply Entries... Reconcile
Document No. | Account Type | Account No. | Description | Amount | Bal. Account Type | Bal. Account No.
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...


Saved
DEFAULT
Approval Bank Line Actions Related Fewer options
Reconcile
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

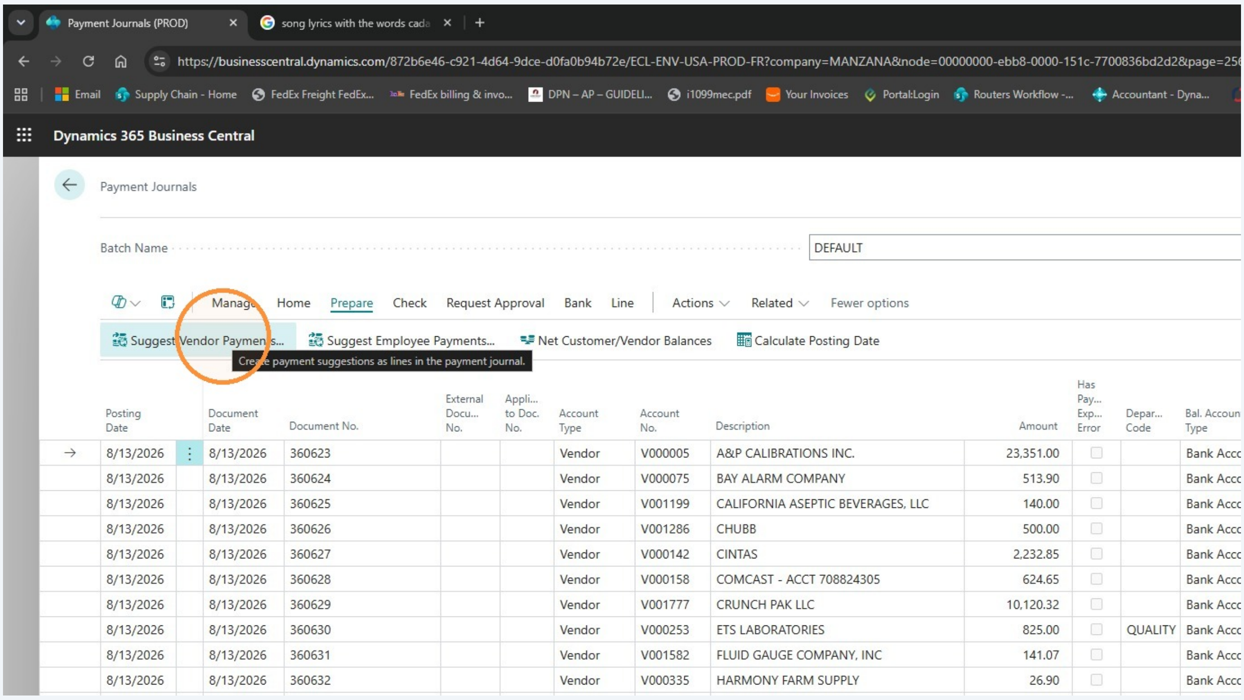


Prepare Vendor Payments

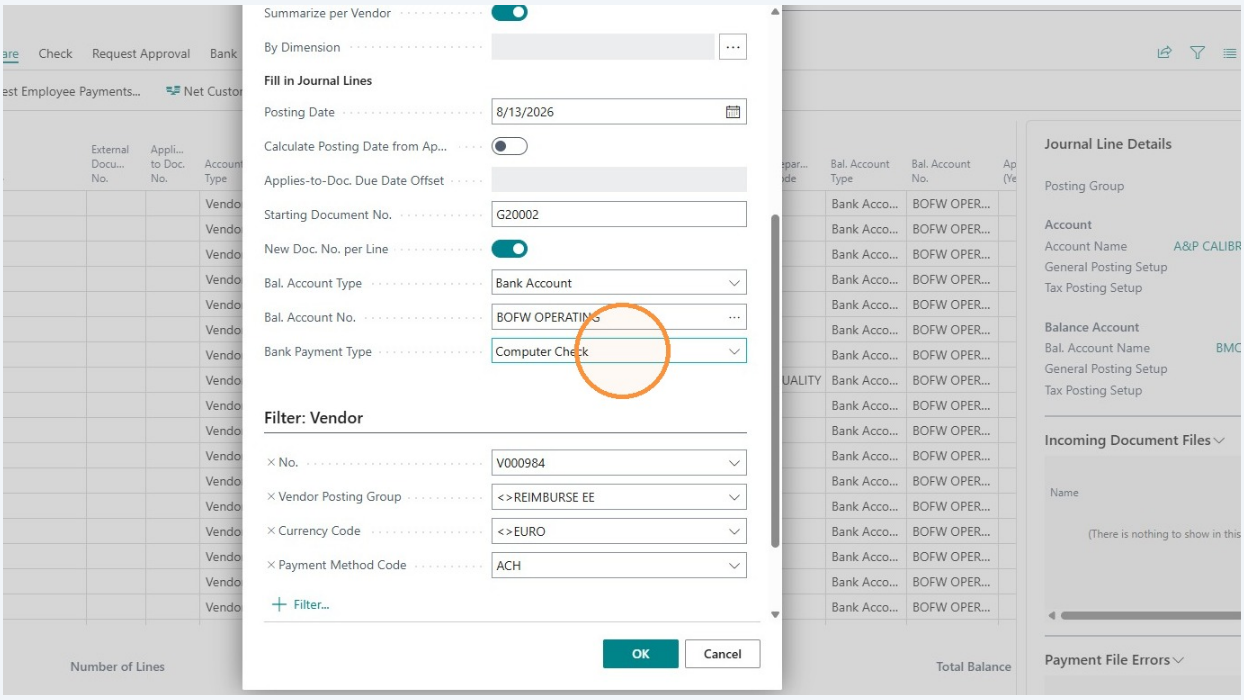
3 Open the Prepare menu.



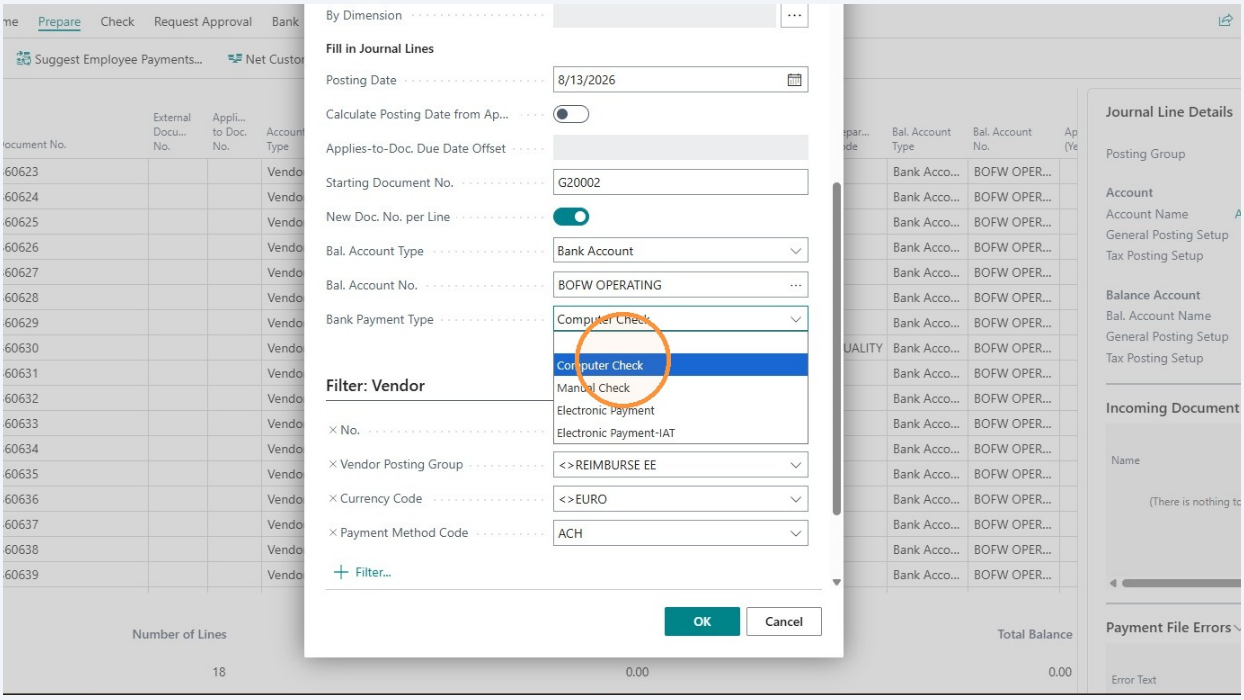
4 Click Suggest Vendor Payments.



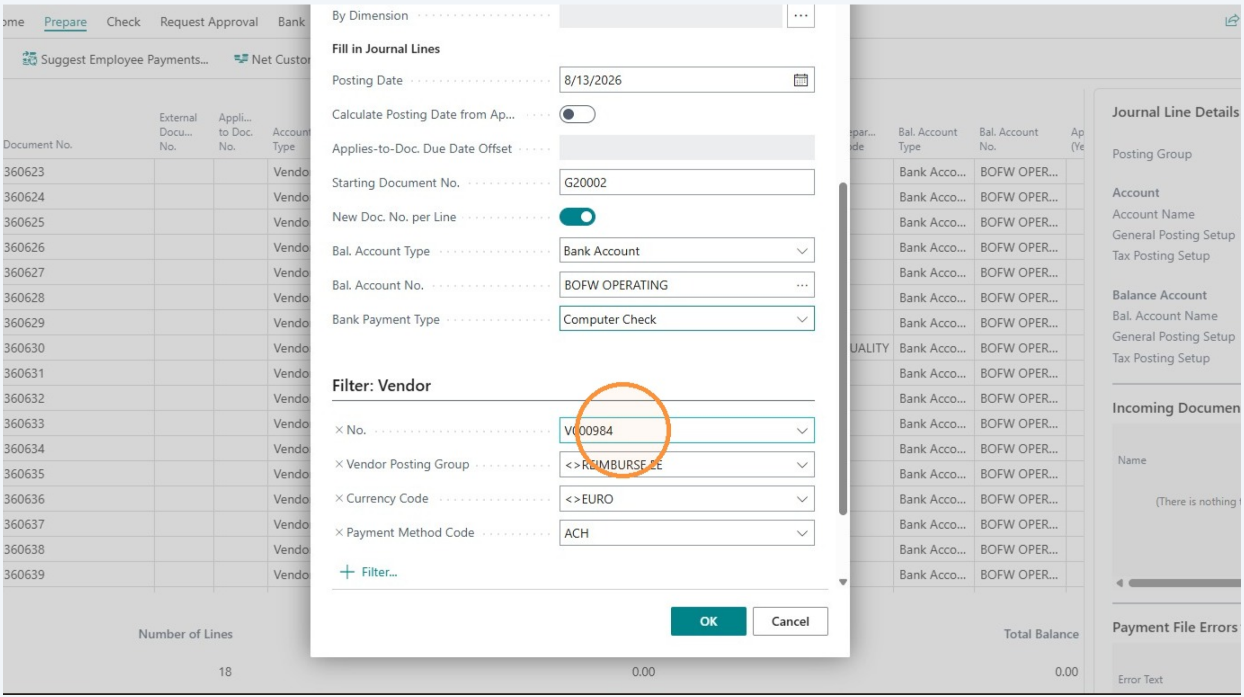
5 Open the Bank Payment Type menu.



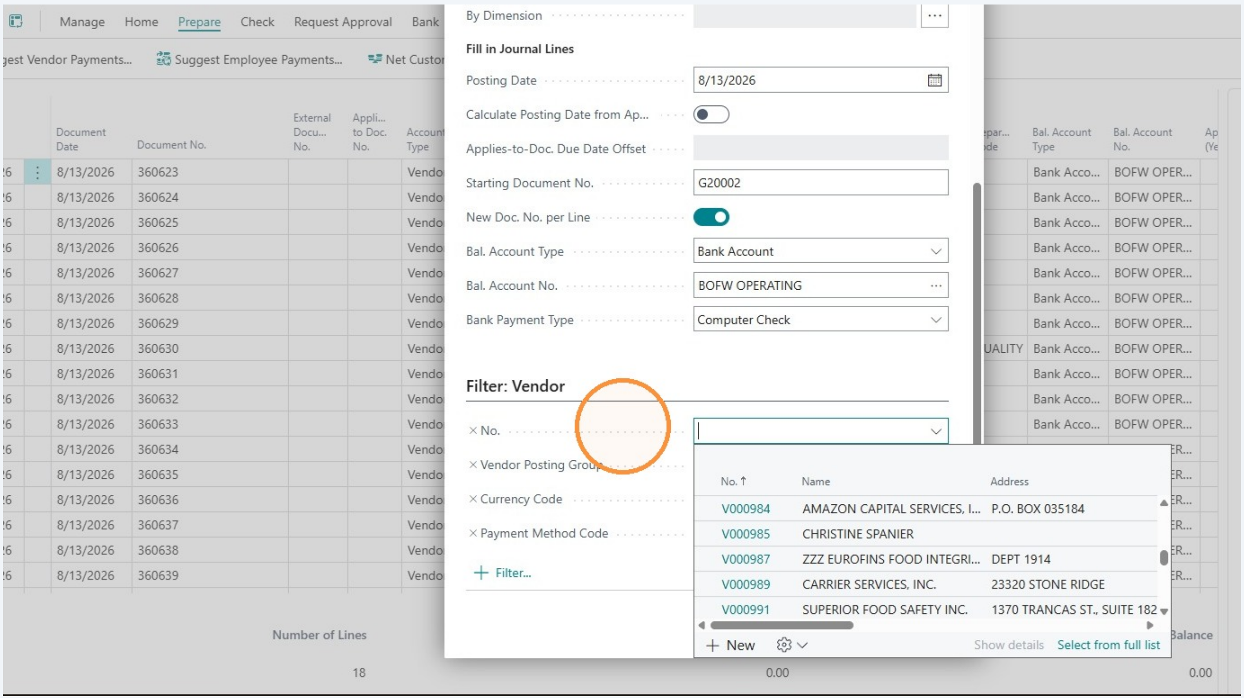
6 Select a bank payment type.



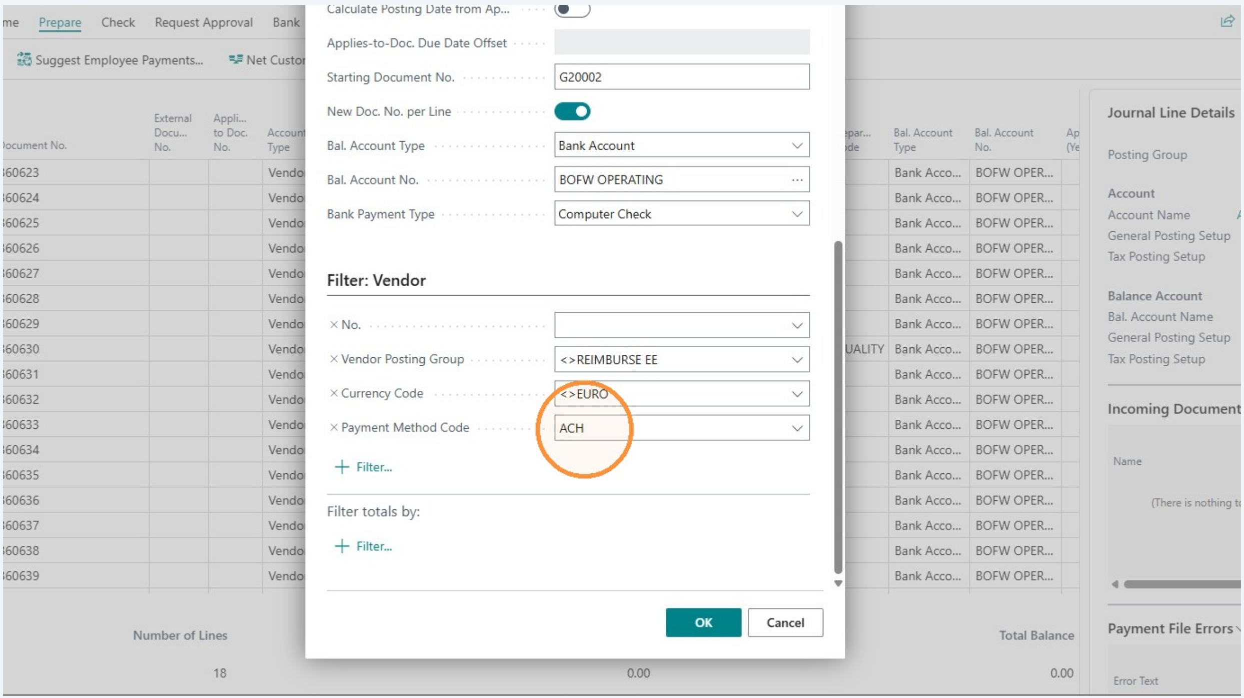
7 Open the vendor number selector.



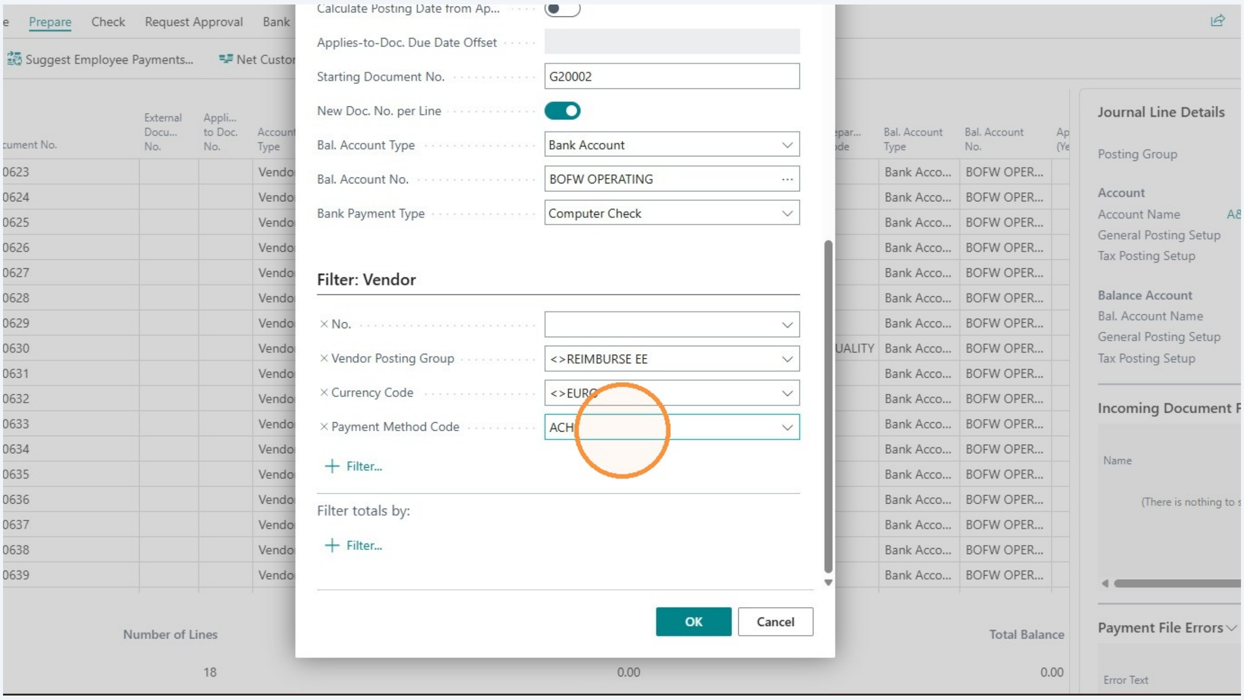
8 Select a vendor.

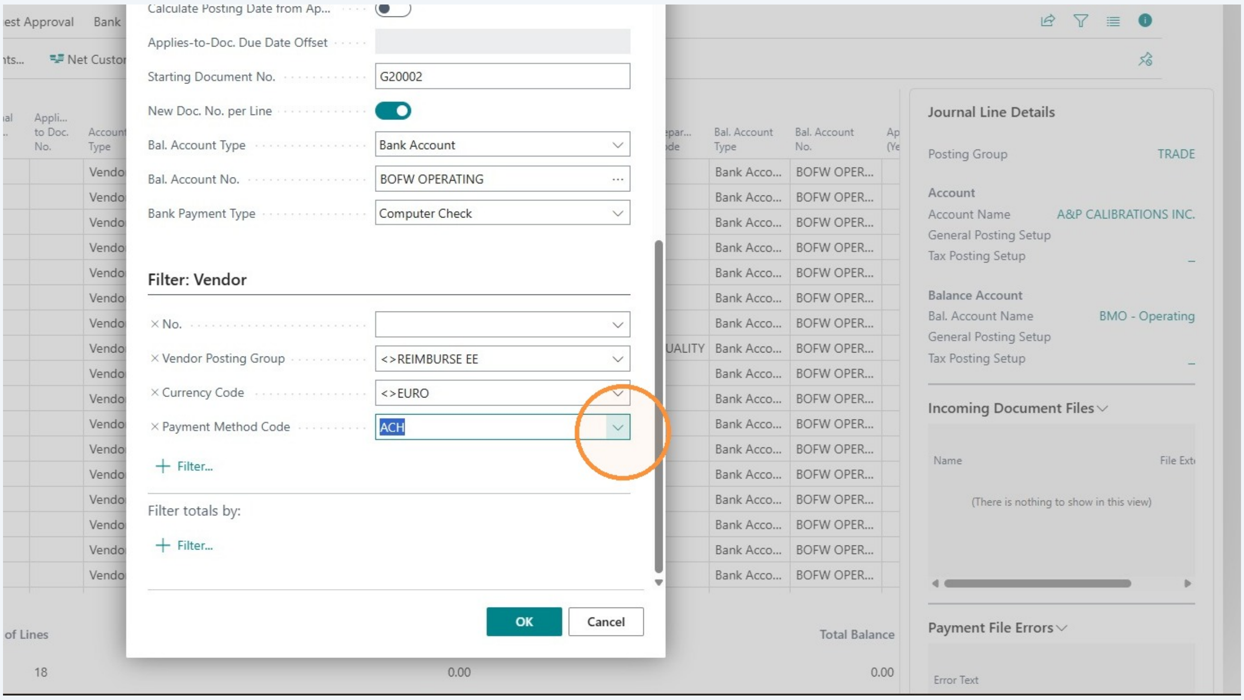


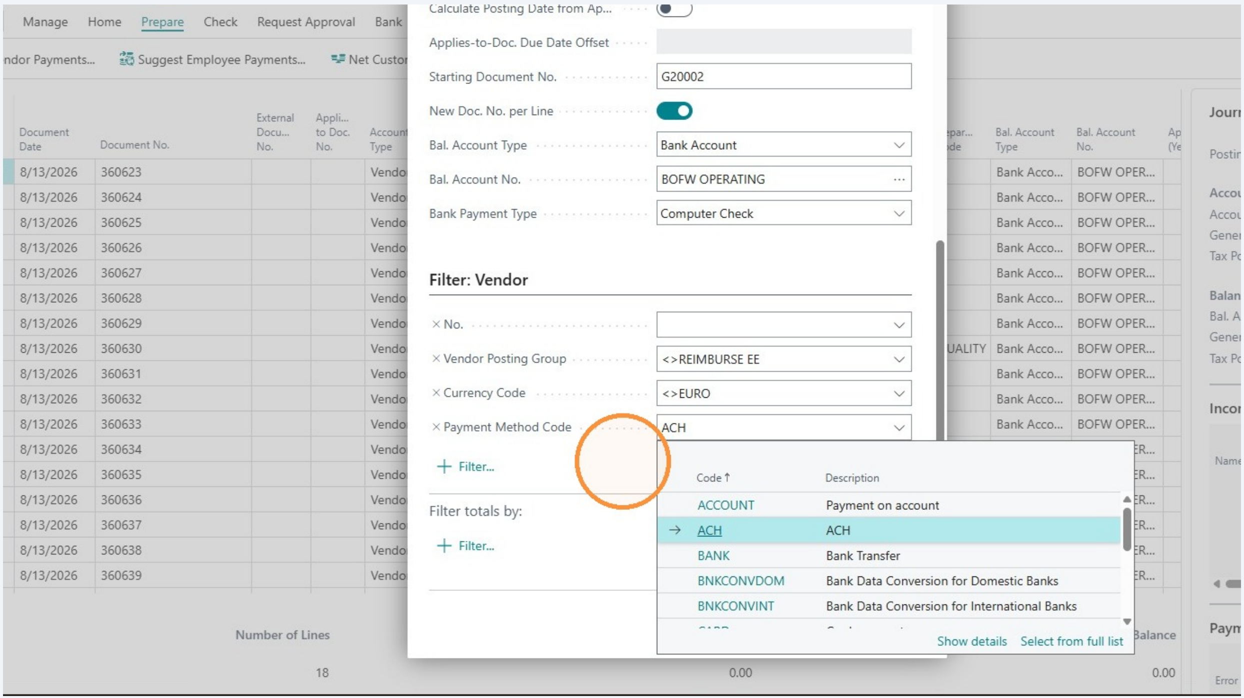
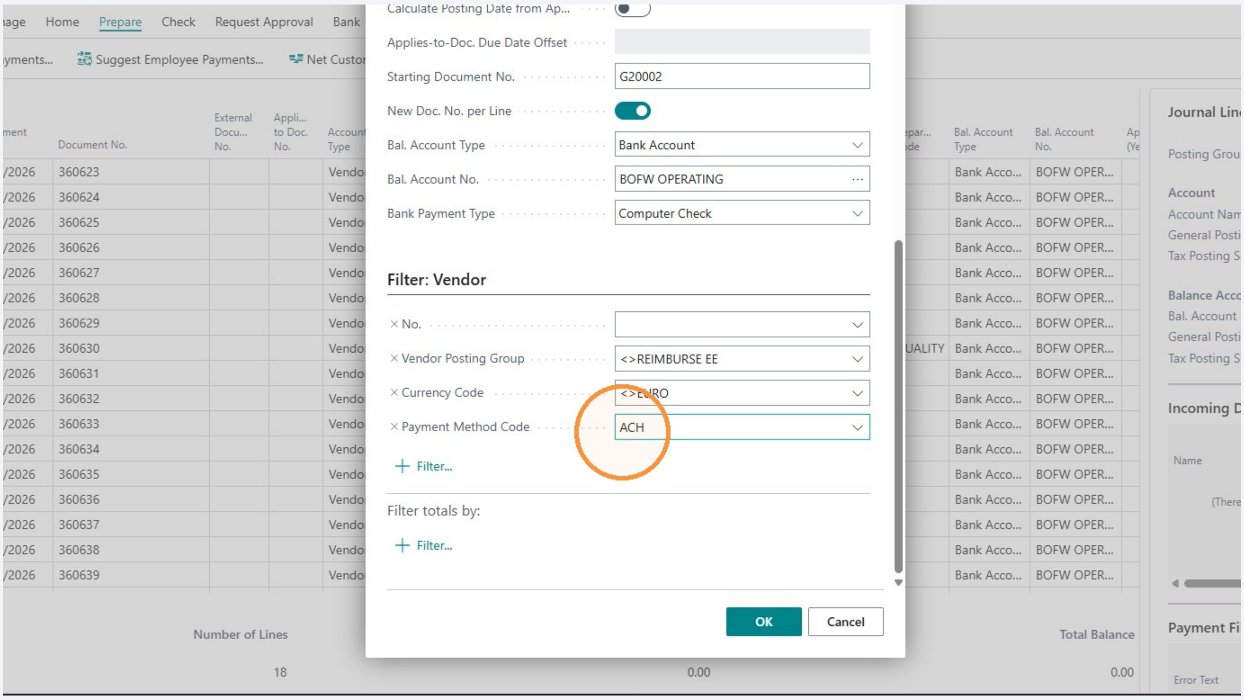
9 Click "Suggest Vendor Payments"

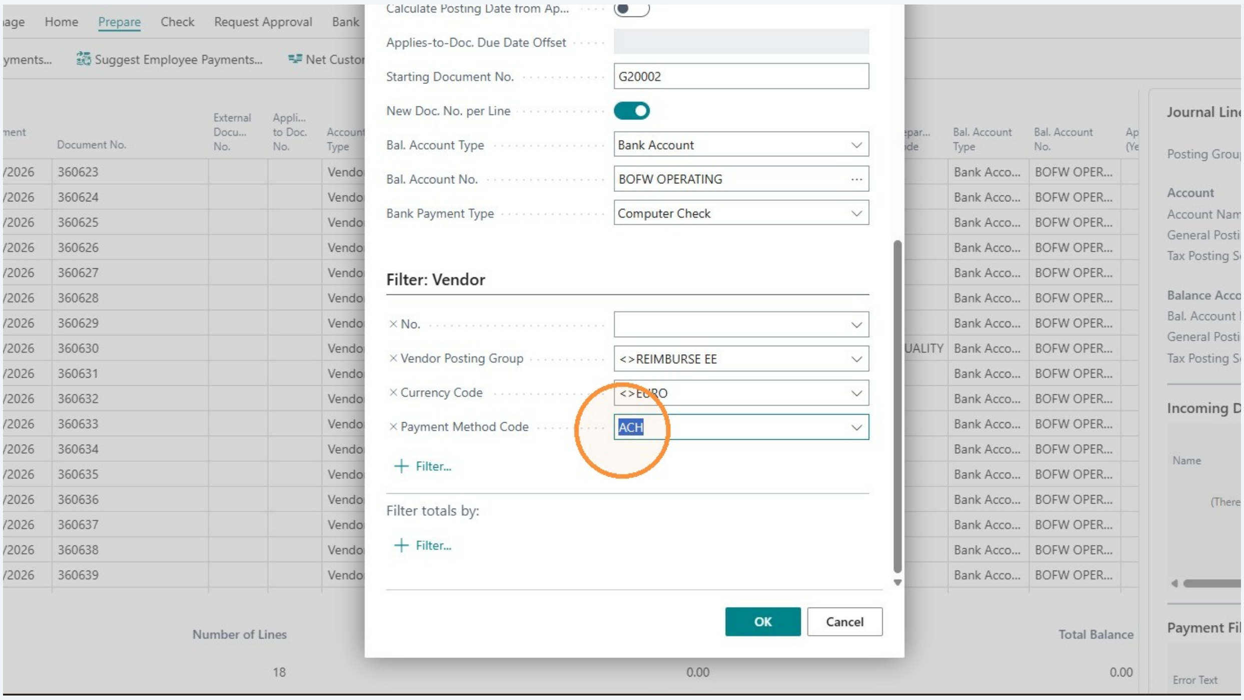


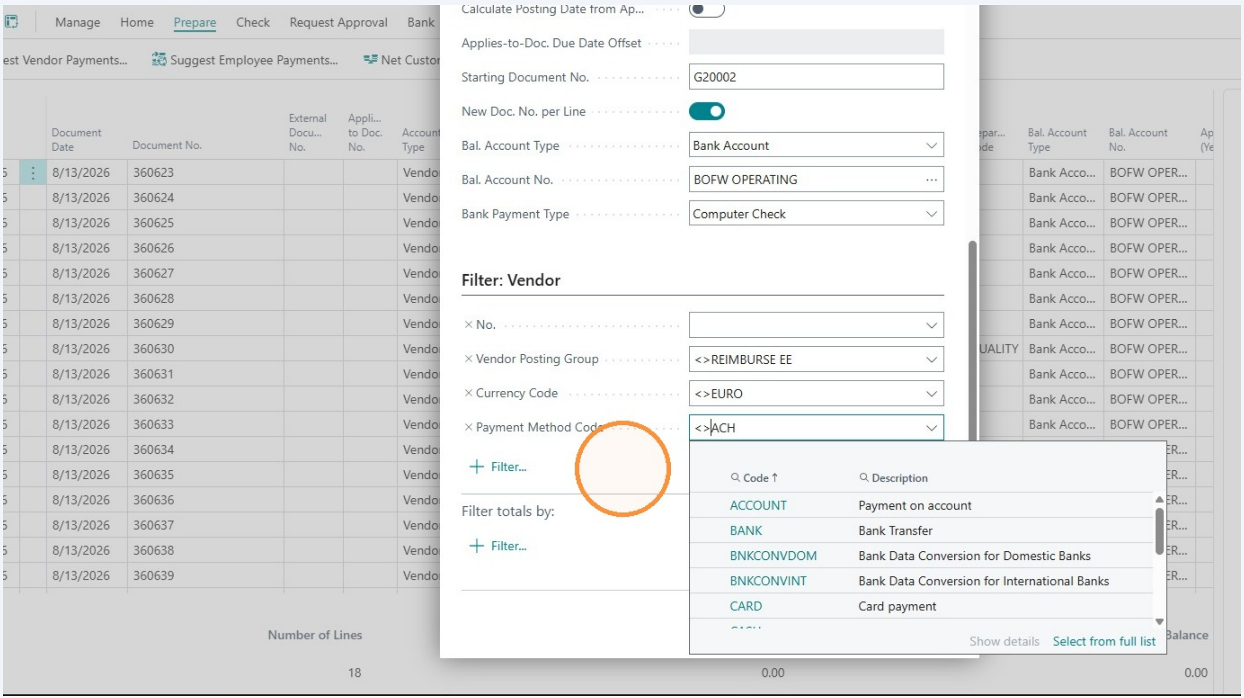
10 Set the Payment Method Code filter to ACH.

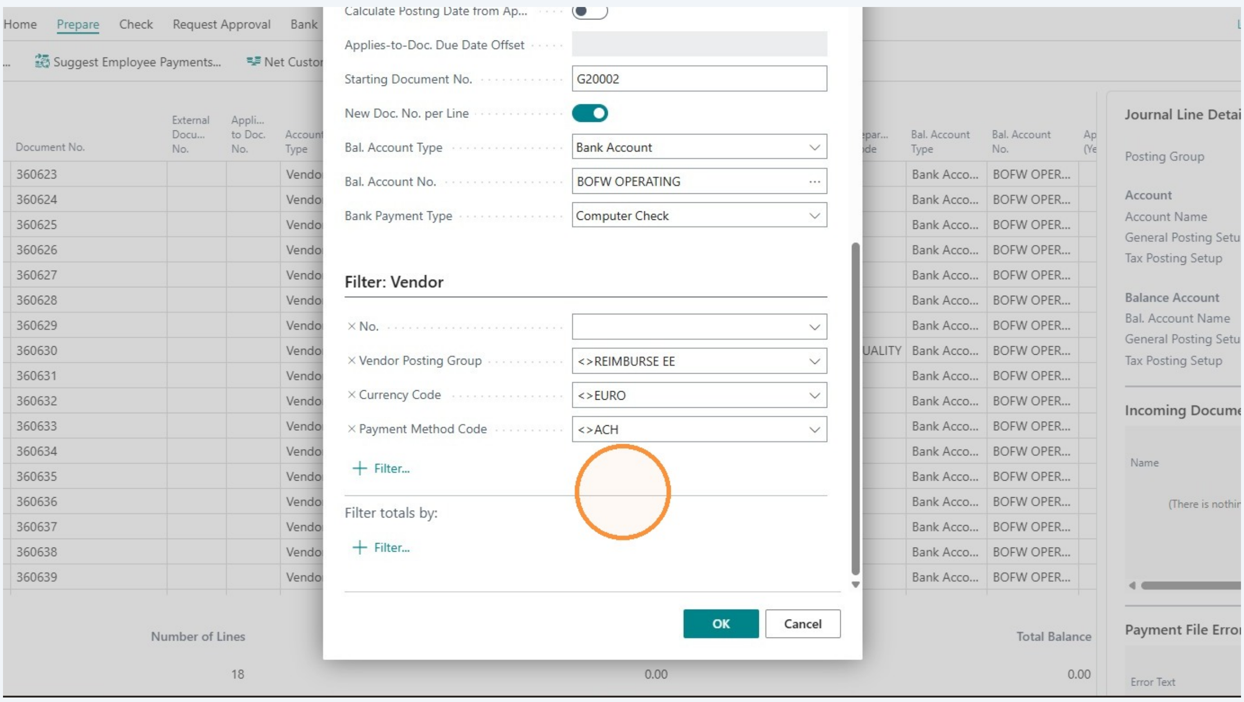




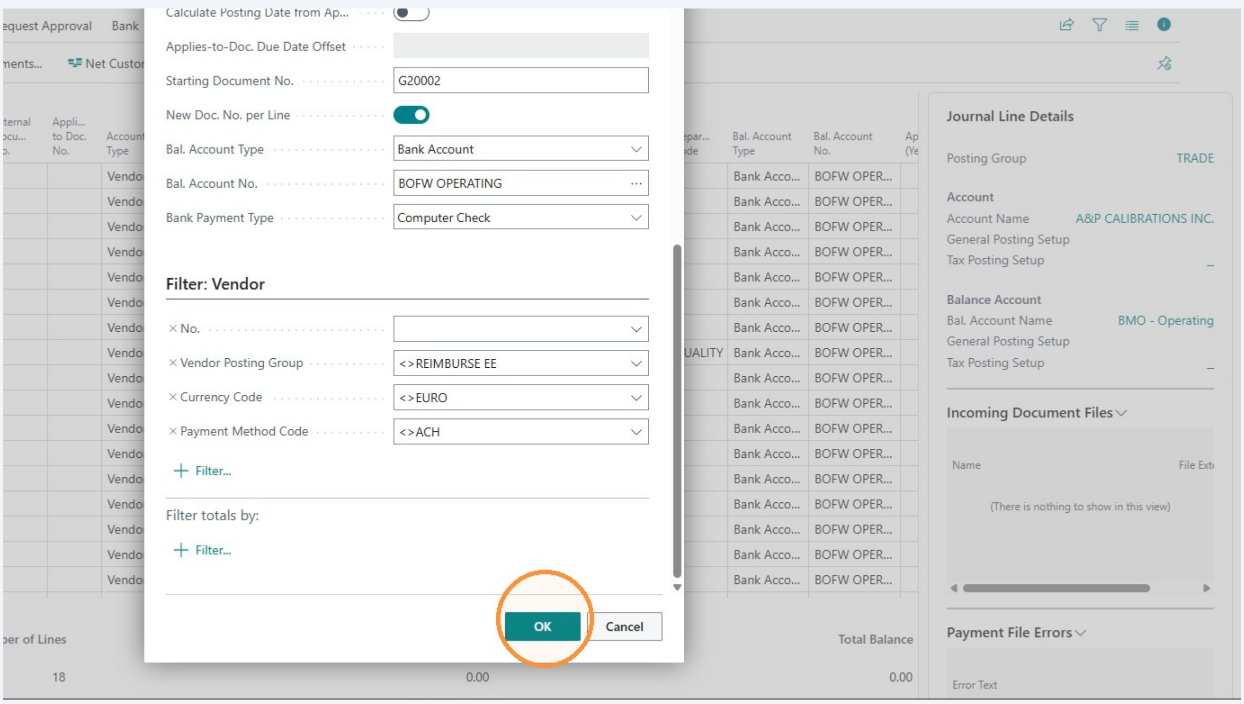

Manage
Home
Prepare
Check
Request Approval
Bank
Suggest Employee Payments...
Calculate Posting Date from Ap...
Applies-to-Doc. Due Date Offset
Starting Document No.
G20002
New Doc. No. per Line
Bal. Account Type
Bank Account
Bal. Account No.
BOFW OPERATING
Bank Payment Type
Computer Check
Filter: Vendor
No.
Vendor Posting Group
<>REIMBURSE EE
Currency Code
<>EURO
Payment Method Code
ACH
Filter...
Filter totals by:
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
Number of Lines
18
0.00

Home
Prepare
Check
Request Approval
Bank
Suggest Employee 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
Payment Method Code
ACH
Filter...
Filter totals by:
OK
Cancel
Number of Lines
18
0.00
Total Balance


Home
Prepare
Check
Request Approval
Bank
Suggest Employee Payments...
Net Custo
Document No.
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
Number of Lines
18
0.00
Total Balance
0.00
Journal Line
Posting Group
Account
Balance Account
Incoming D
Payment Fil
Error Text


Manage
Home
Prepare
Check
Request Approval
Bank
est Vendor Payments...
Suggest Employee Payments...
Net Custo
Document Date
Document No.
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
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
Number of Lines
18
0.00
Balance
0.00

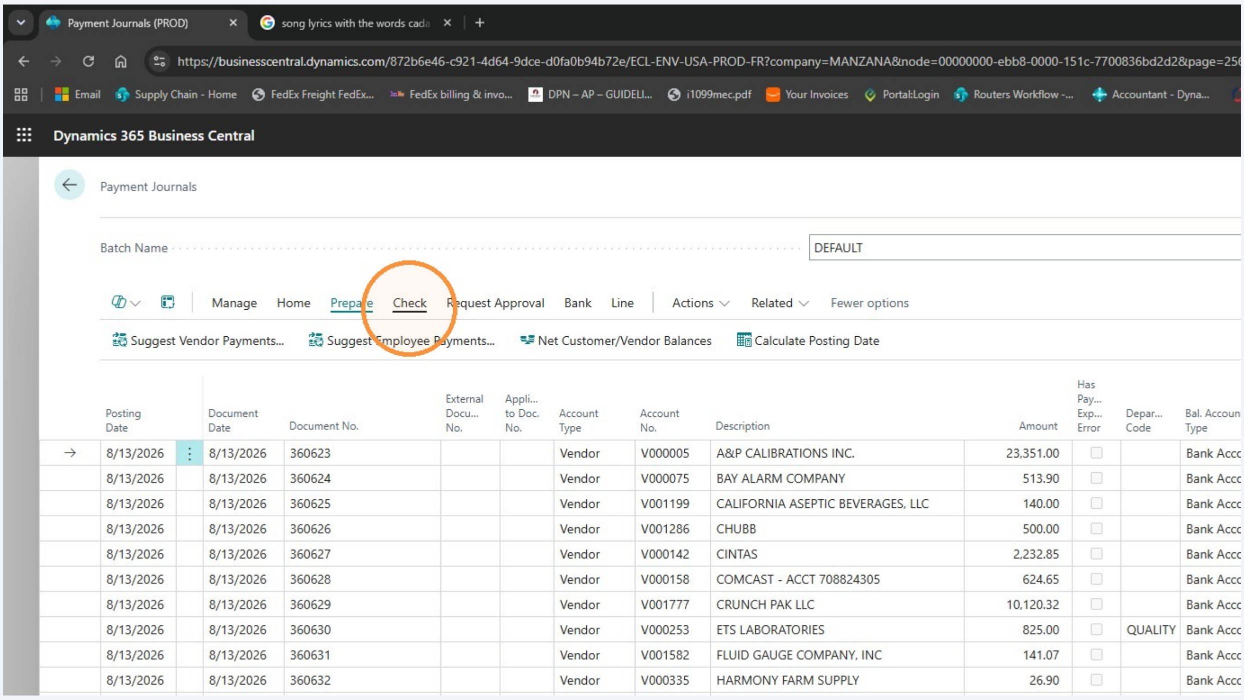


11 Click "Ok"

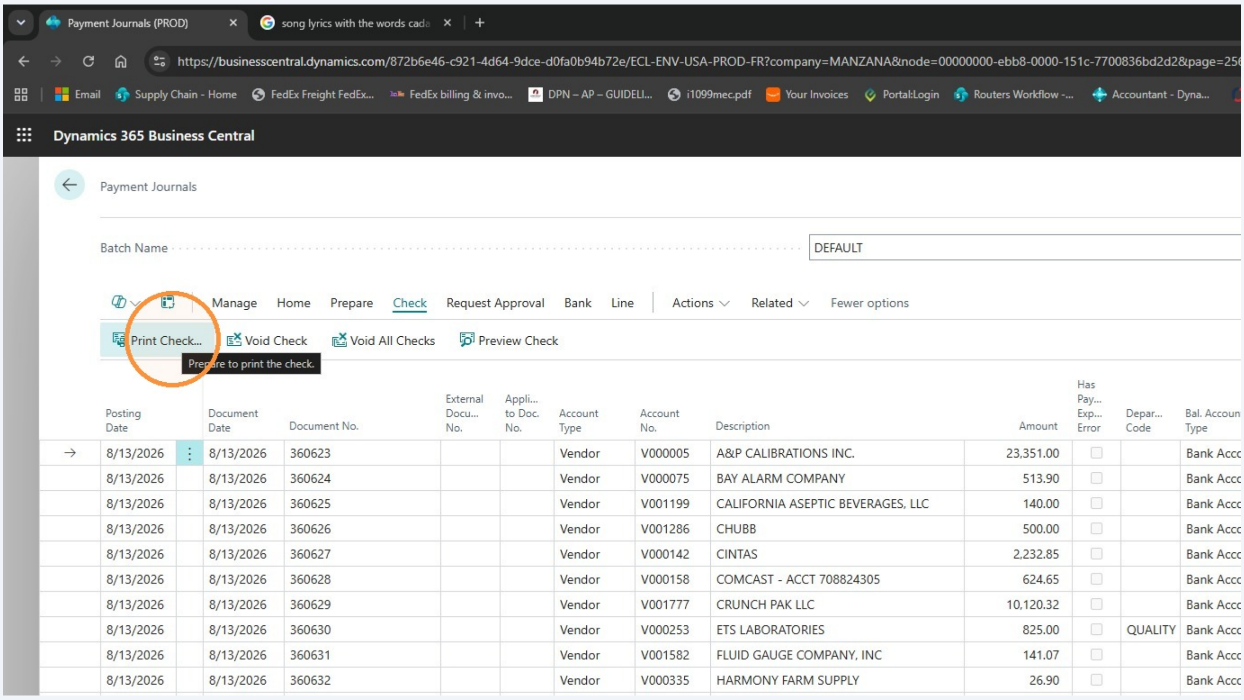


Print and Void Checks

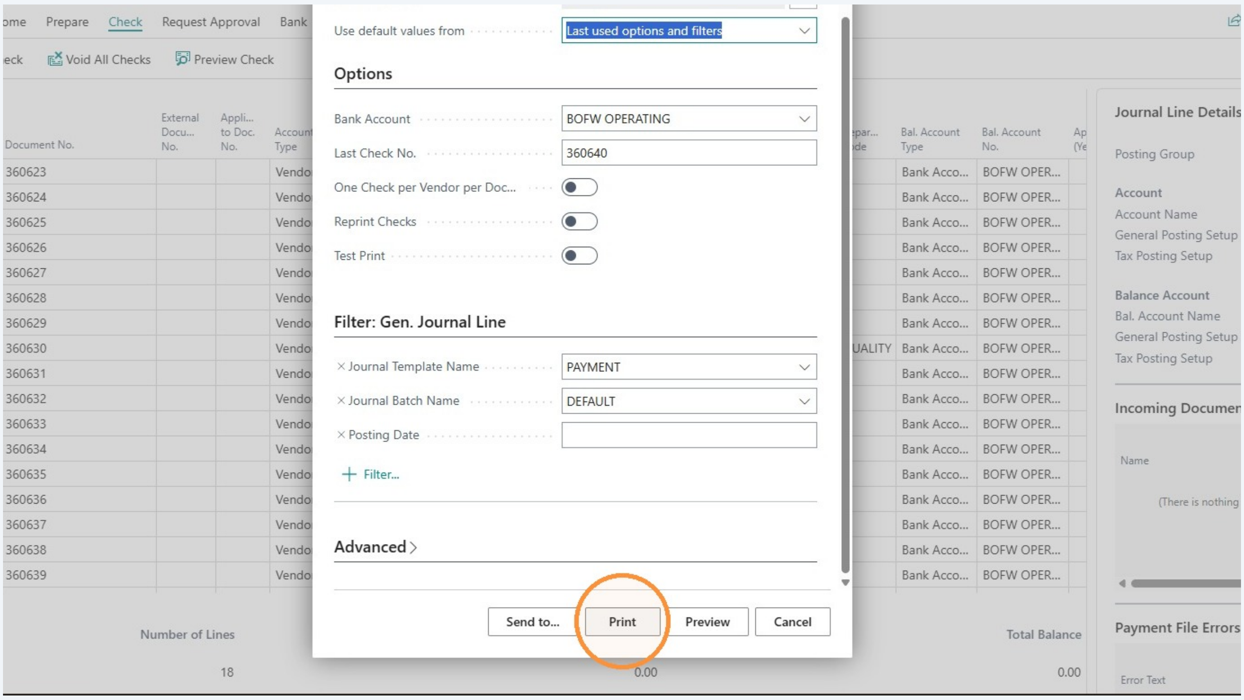
12 Open the Check menu.



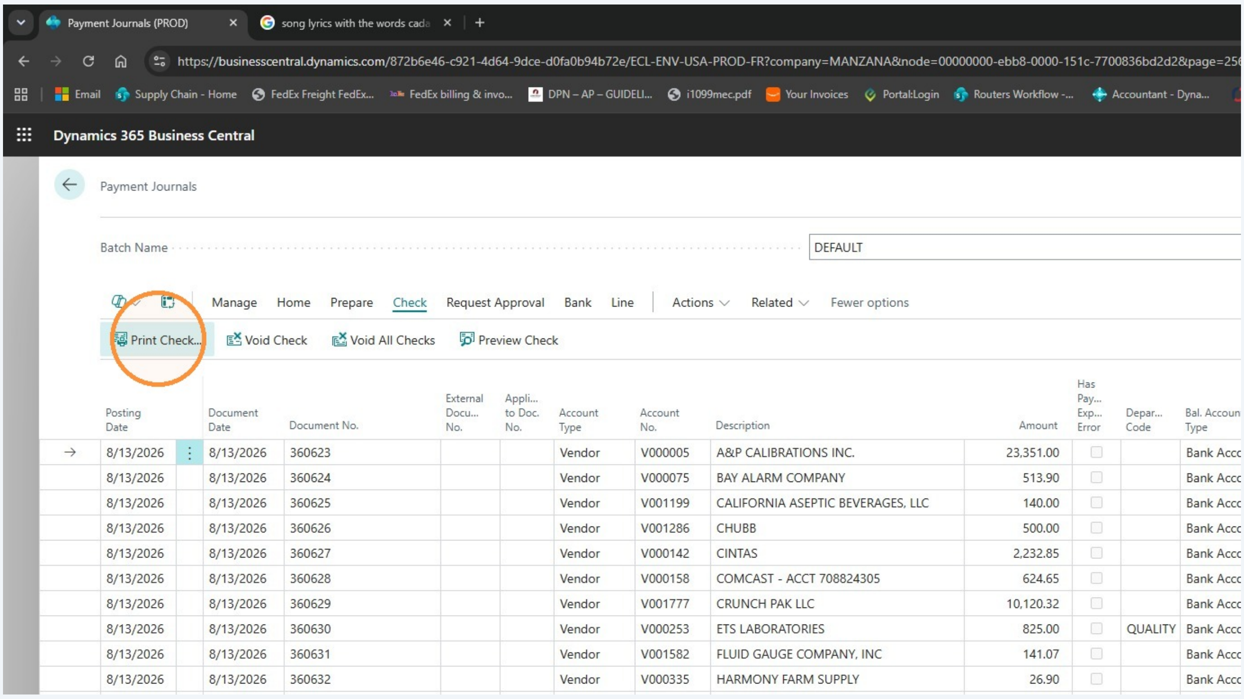
13 Click Print Check.



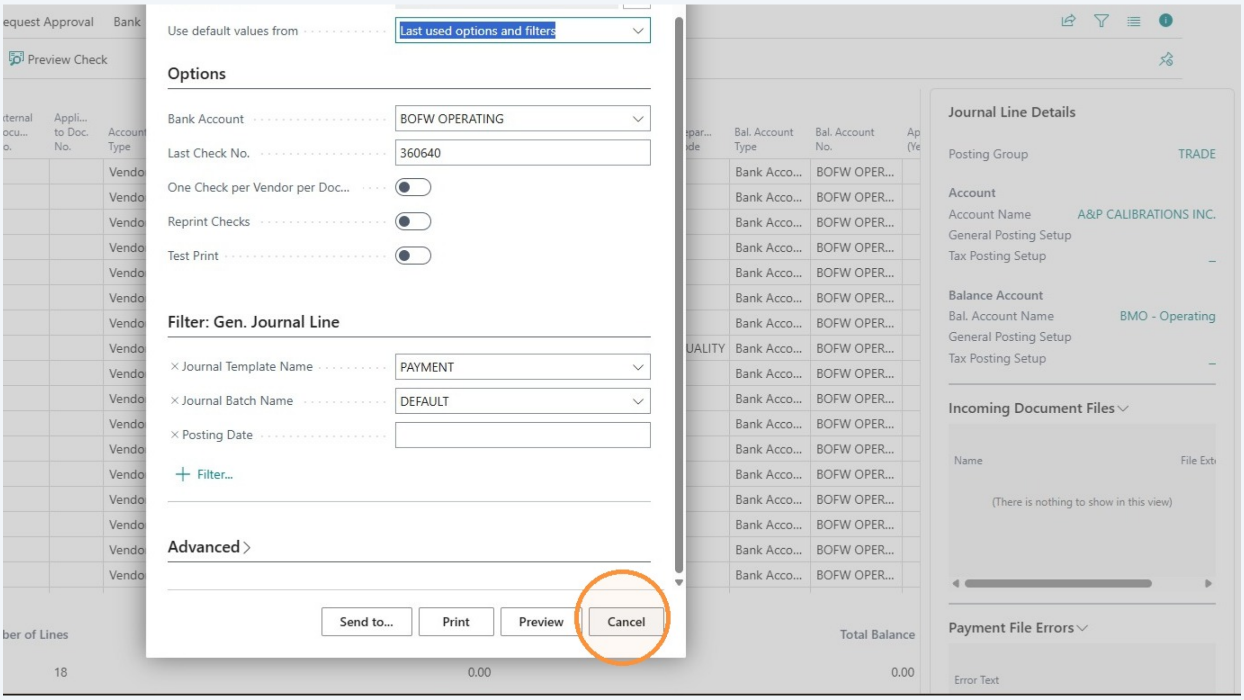
14 Click Print in the Check dialog.



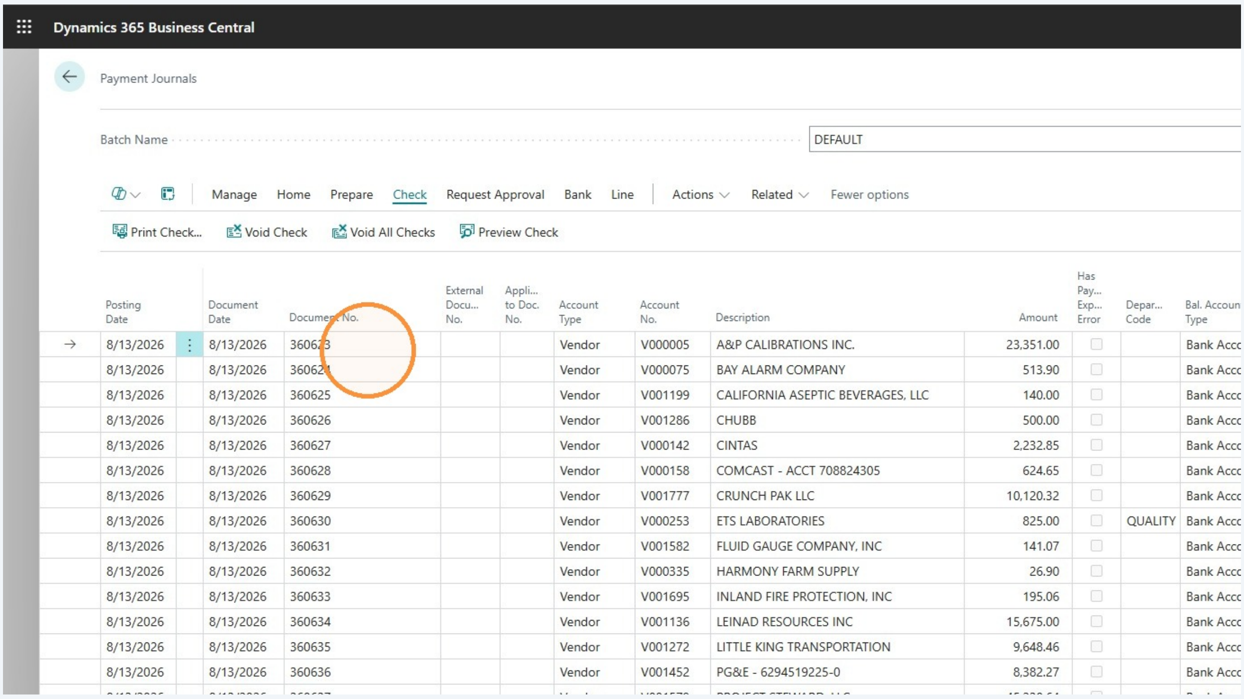
15 Click "Print Check..."



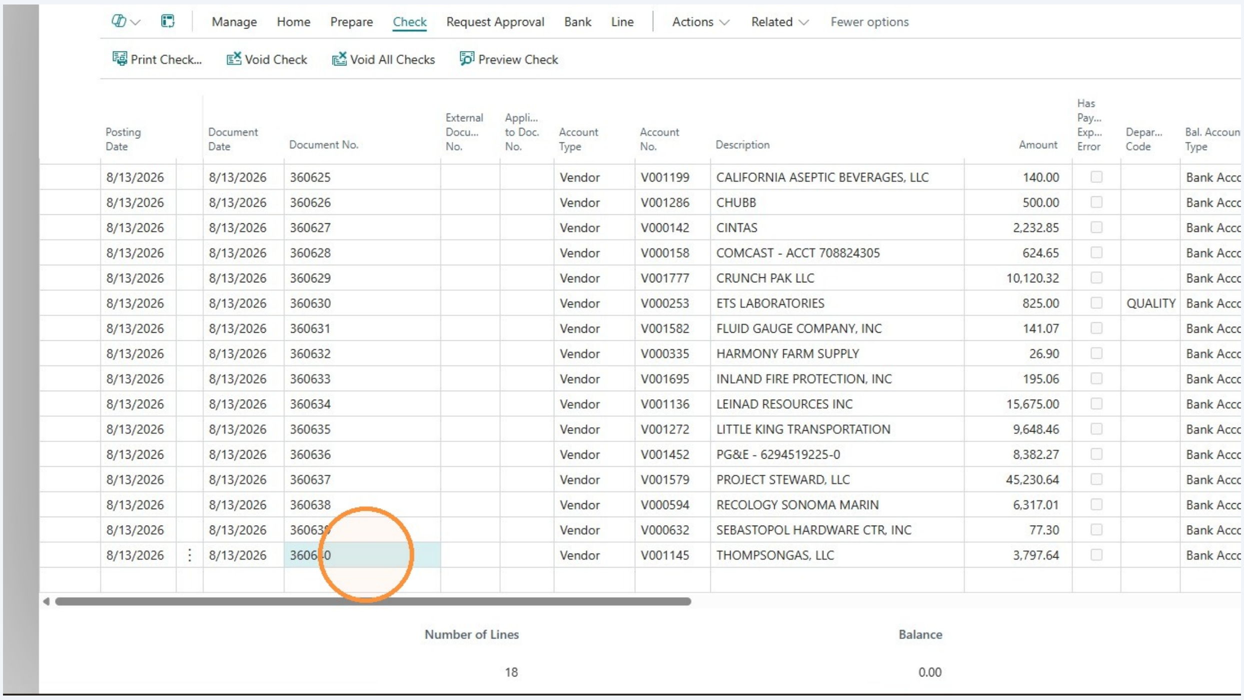
16 Cancel the Check dialog.



17 Click "Document No."



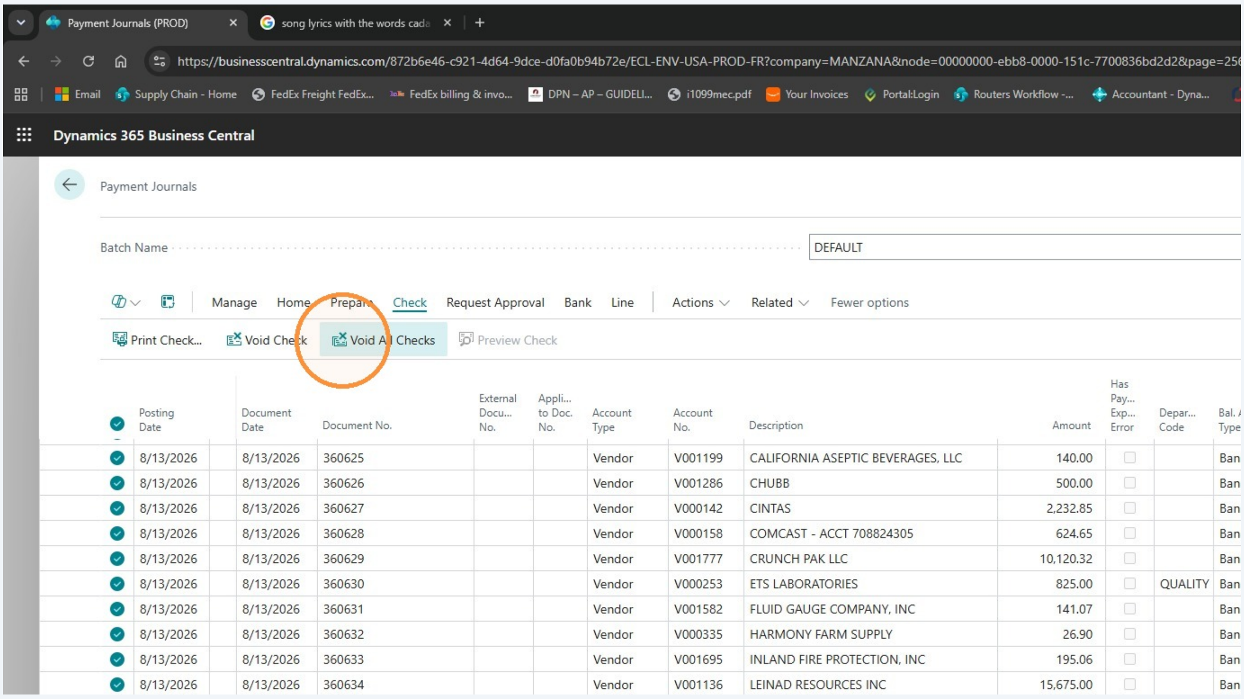
18 Select document number 360640.



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	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Bank Acc
8/13/2026	8/13/2026	360626			Vendor	V001286	CHUBB	500.00	☐		Bank Acc
8/13/2026	8/13/2026	360627			Vendor	V000142	CINTAS	2,232.85	☐		Bank Acc
8/13/2026	8/13/2026	360628			Vendor	V000158	COMCAST - ACCT 708824305	624.65	☐		Bank Acc
8/13/2026	8/13/2026	360629			Vendor	V001777	CRUNCH PAK LLC	10,120.32	☐		Bank Acc
8/13/2026	8/13/2026	360630			Vendor	V000253	ETS LABORATORIES	825.00	☐	QUALITY	Bank Acc
8/13/2026	8/13/2026	360631			Vendor	V001582	FLUID GAUGE COMPANY, INC	141.07	☐		Bank Acc
8/13/2026	8/13/2026	360632			Vendor	V000335	HARMONY FARM SUPPLY	26.90	☐		Bank Acc
8/13/2026	8/13/2026	360633			Vendor	V001695	INLAND FIRE PROTECTION, INC	195.06	☐		Bank Acc
8/13/2026	8/13/2026	360634			Vendor	V001136	LEINAD RESOURCES INC	15,675.00	☐		Bank Acc
8/13/2026	8/13/2026	360635			Vendor	V001272	LITTLE KING TRANSPORTATION	9,648.46	☐		Bank Acc
8/13/2026	8/13/2026	360636			Vendor	V001452	PG&E - 6294519225-0	8,382.27	☐		Bank Acc
8/13/2026	8/13/2026	360637			Vendor	V001579	PROJECT STEWARD, LLC	45,230.64	☐		Bank Acc
8/13/2026	8/13/2026	360638			Vendor	V000594	RECOLOGY SONOMA MARIN	6,317.01	☐		Bank Acc
8/13/2026	8/13/2026	360639			Vendor	V000632	SEBASTOPOL HARDWARE CTR, INC	77.30	☐		Bank Acc
8/13/2026	8/13/2026	360640			Vendor	V001145	THOMPSONGAS, LLC	3,797.64	☐		Bank Acc

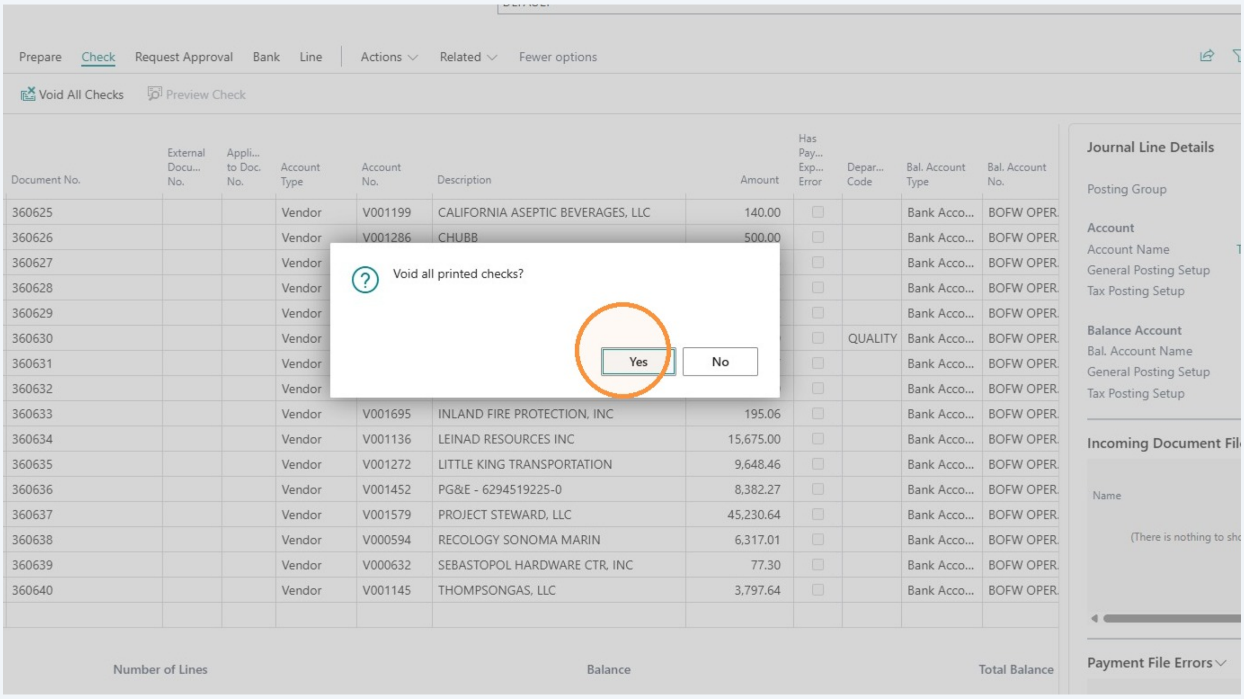
Number of Lines	Balance
18	0.00

19 Click Void All Checks.

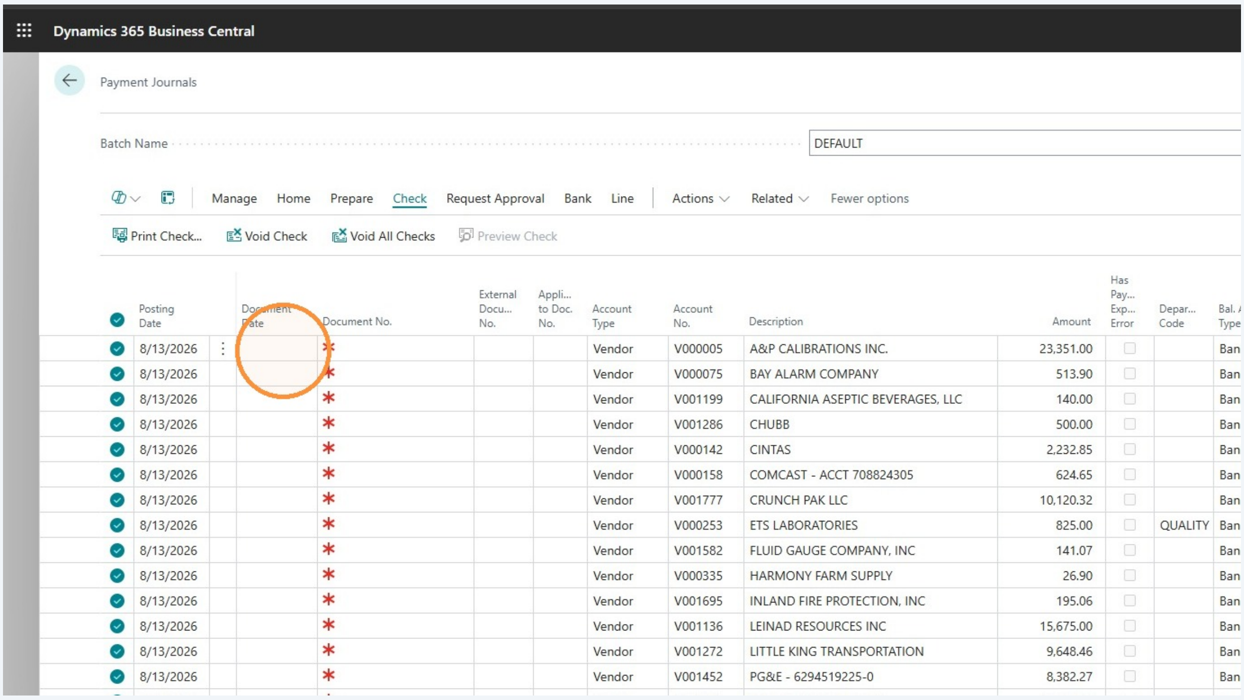


Posting Date	Document Date	Document No.	External Docu... No.	Appli... to Doc. No.	Account Type	Account No.	Description	Amount	Has Pay... Exp... Error	Depar... Code	Bal. A Type
8/13/2026	8/13/2026	360625			Vendor	V001199	CALIFORNIA ASEPTIC BEVERAGES, LLC	140.00	☐		Ban
8/13/2026	8/13/2026	360626			Vendor	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

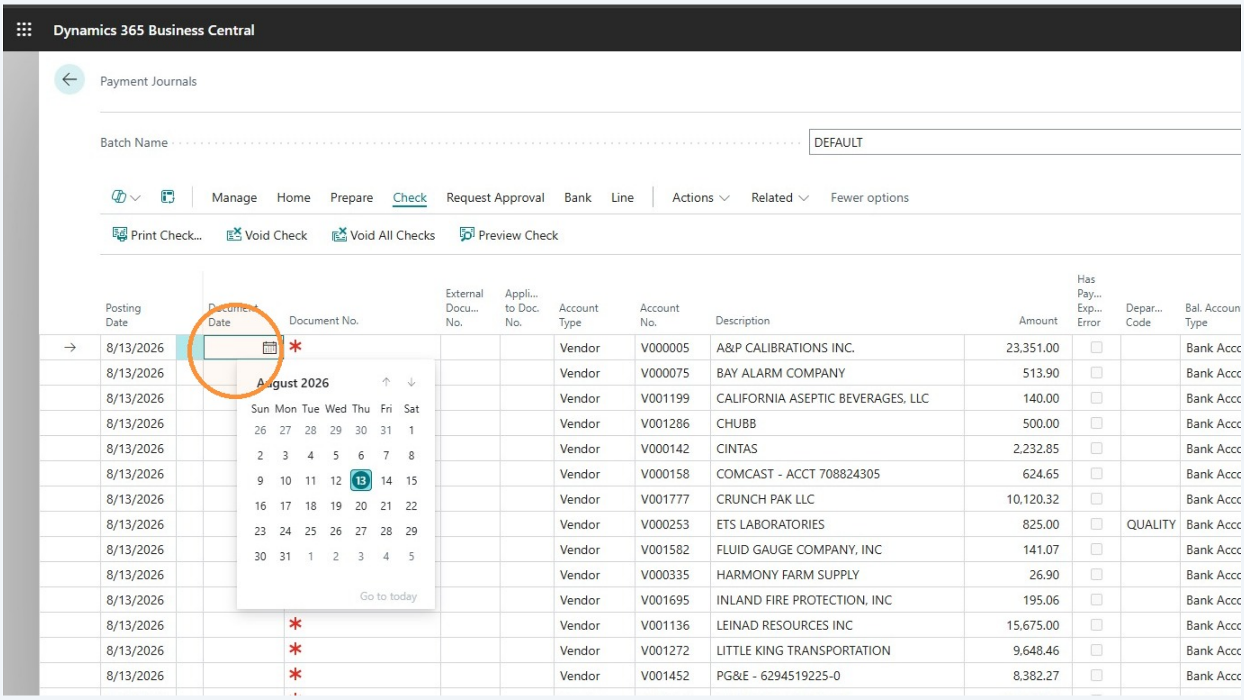
20 Confirm voiding all printed checks.



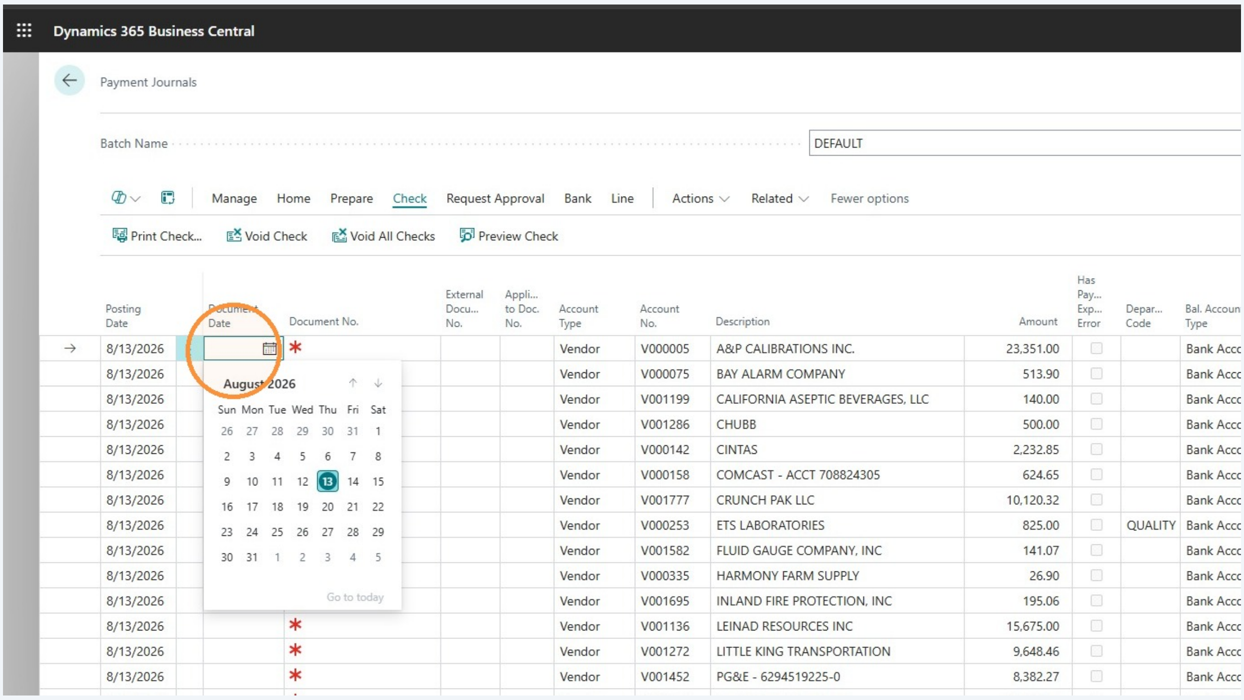
21 Click "Document Date (Blank)"



22 Click "Document Date"

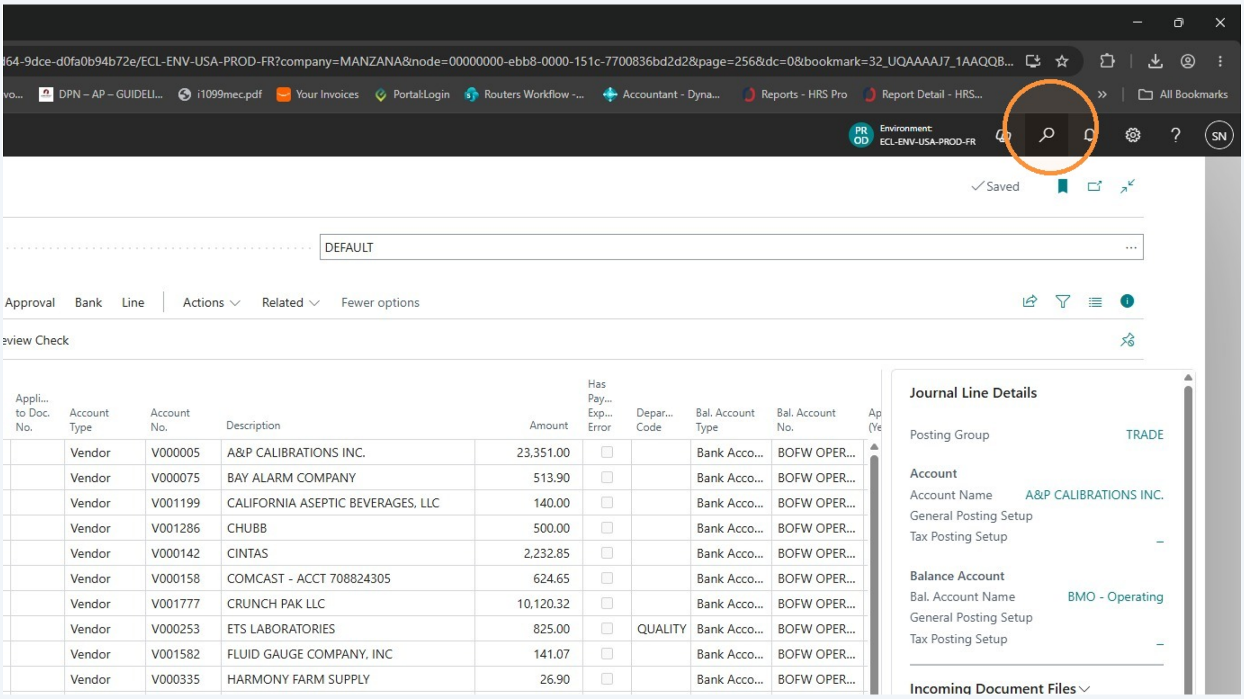


23 Click "Document Date"

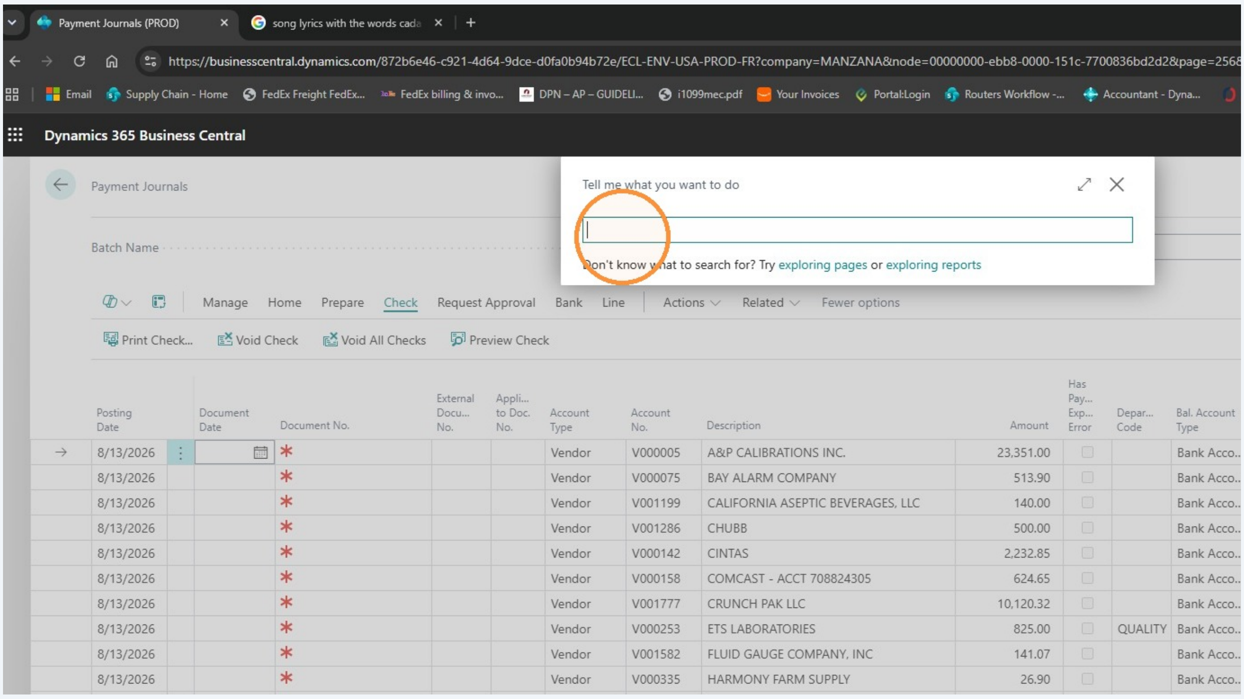


Review Check Ledger

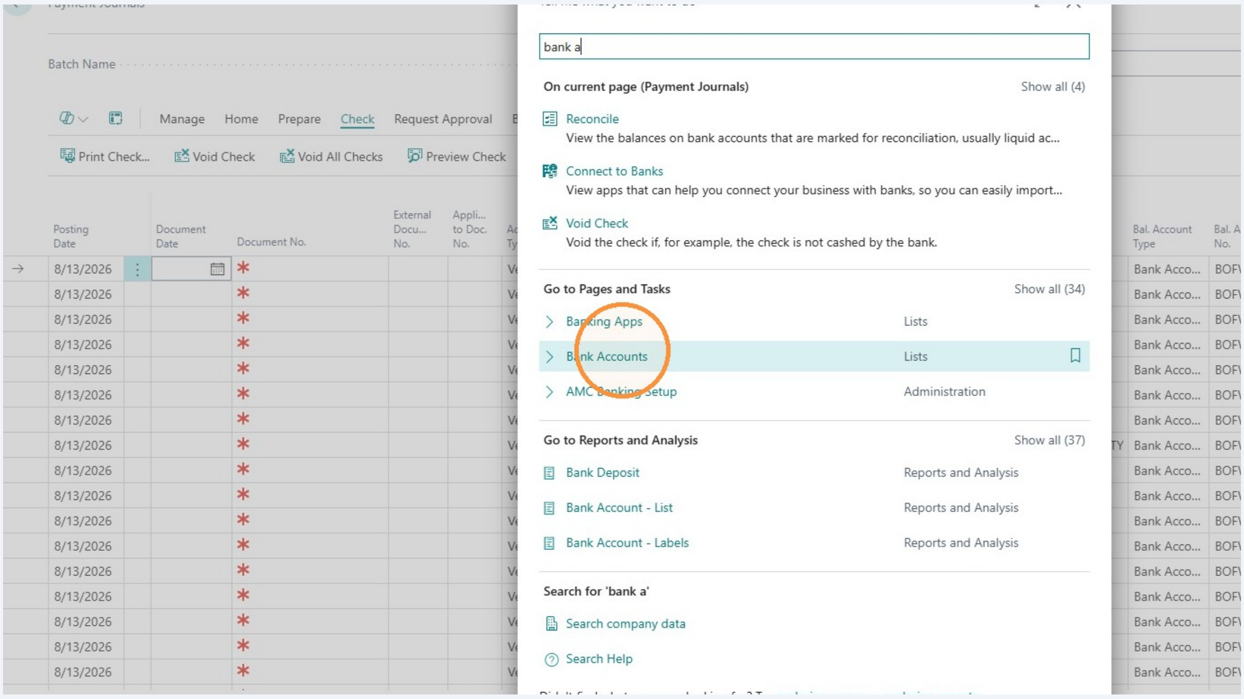
24 Click "Search"



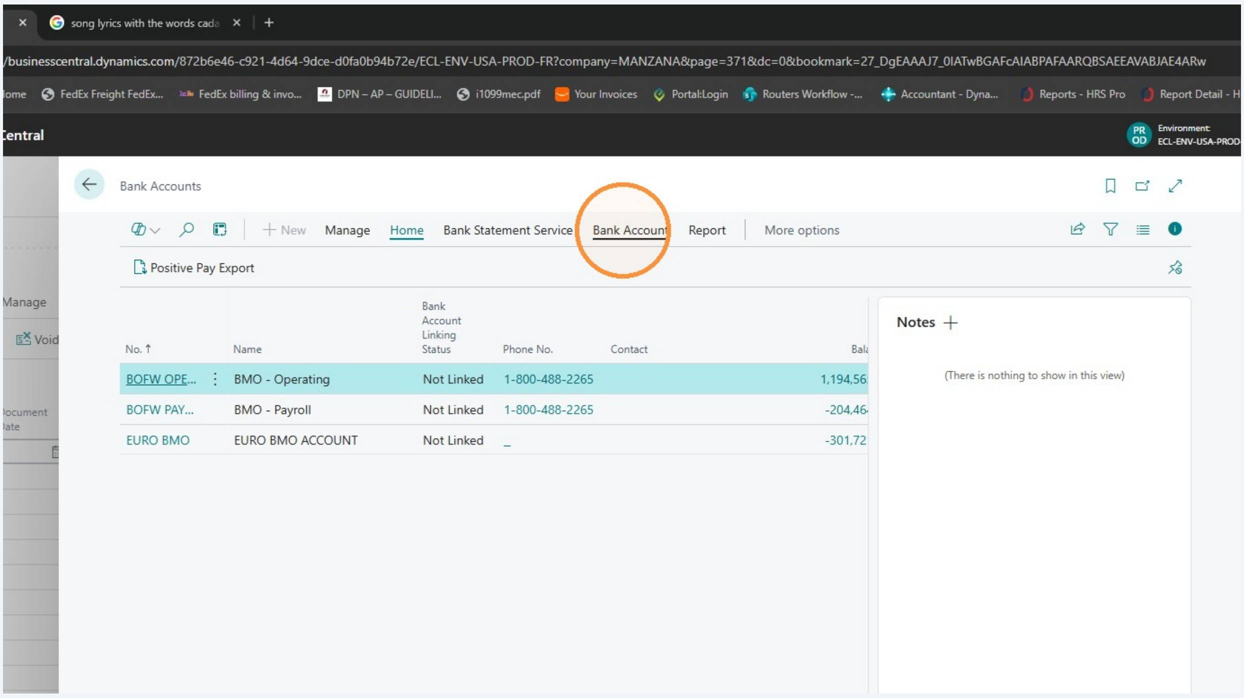
25 Click "Tell me what you want to do."



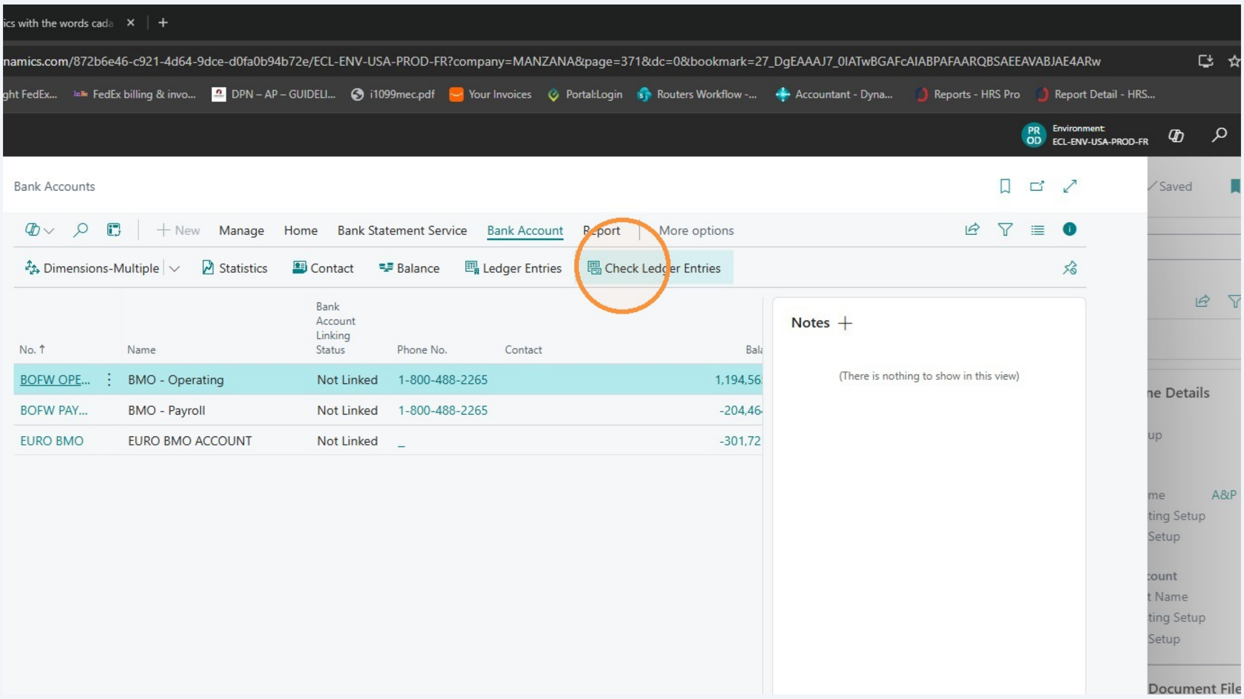
26 Click "Bank Accounts Lists Not bookmarked"



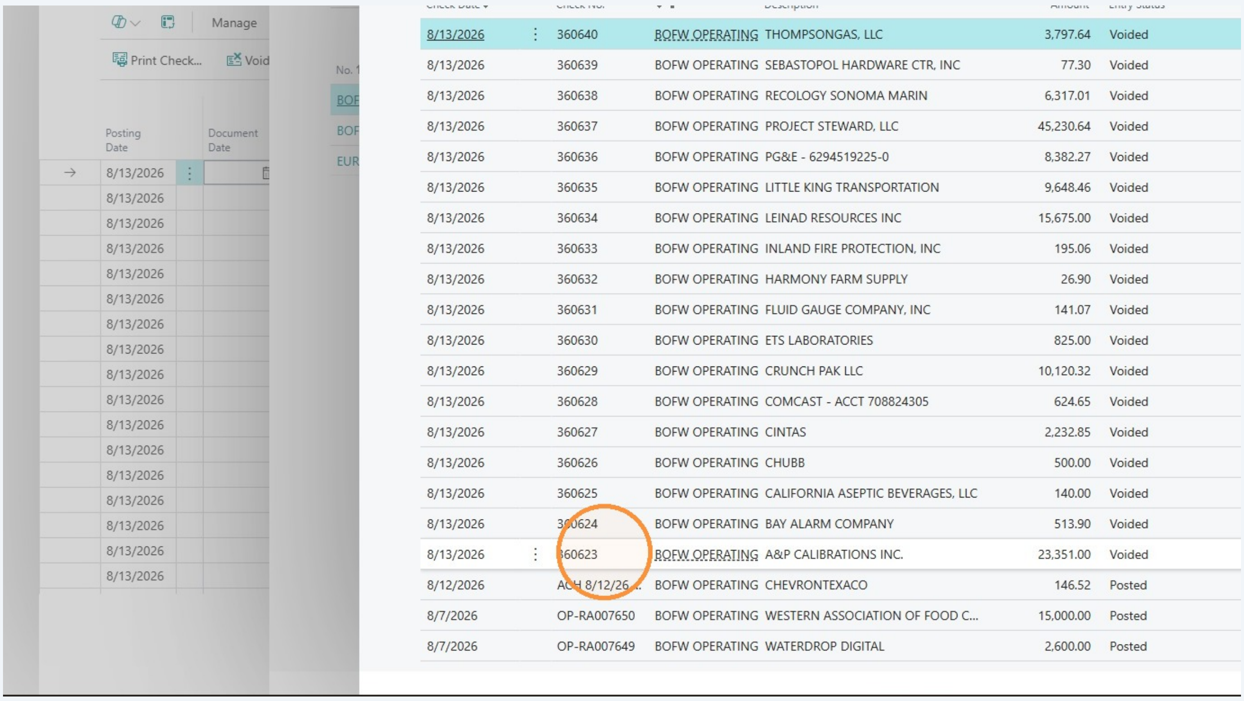
27 Open Bank Accounts.



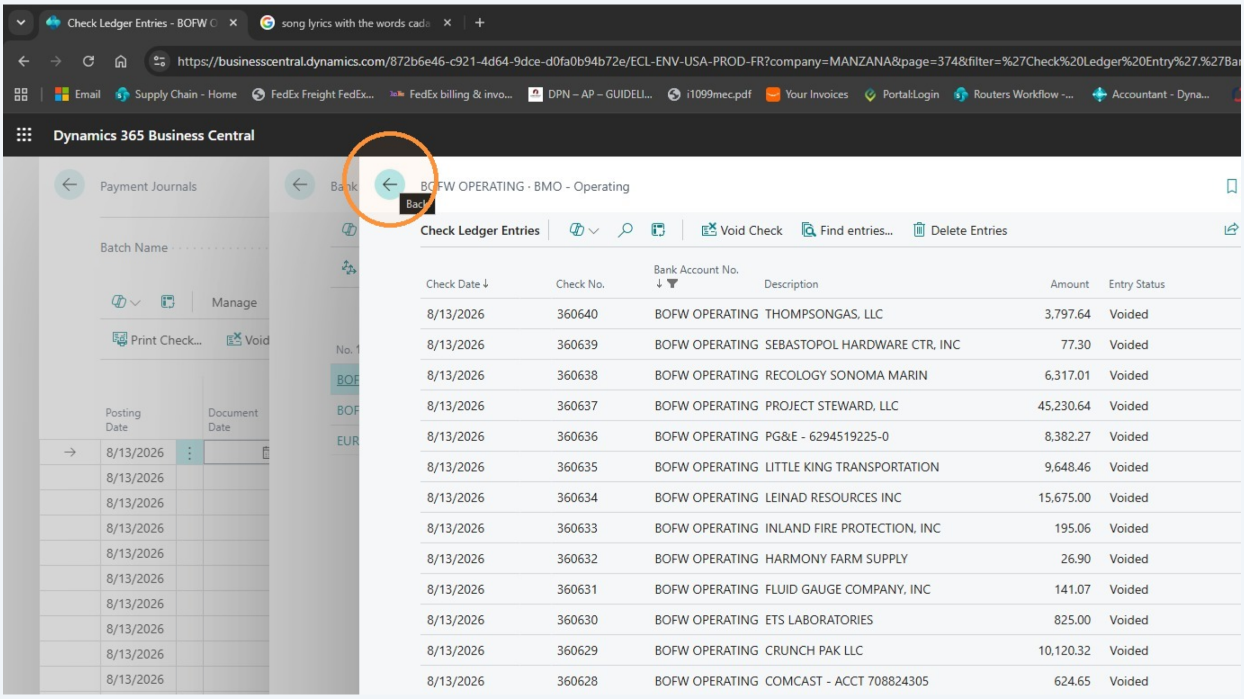
28 Open Check Ledger Entries.



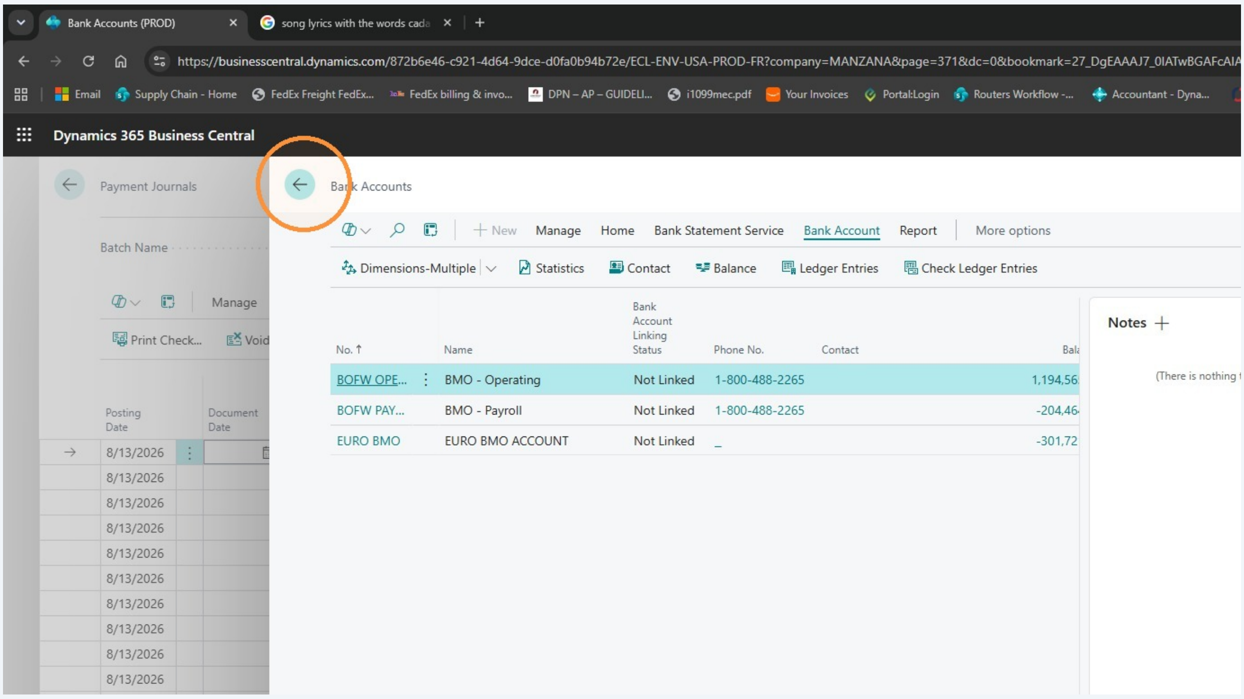
29 Select check 360623.



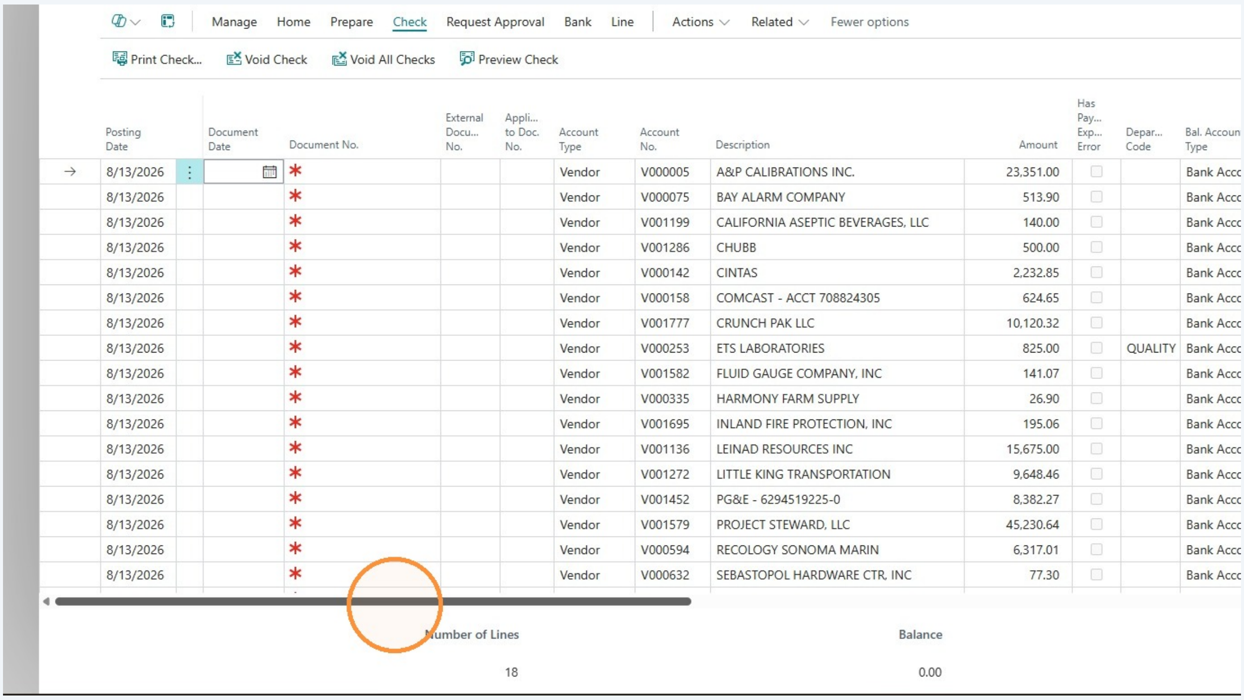
30 Click "Back"



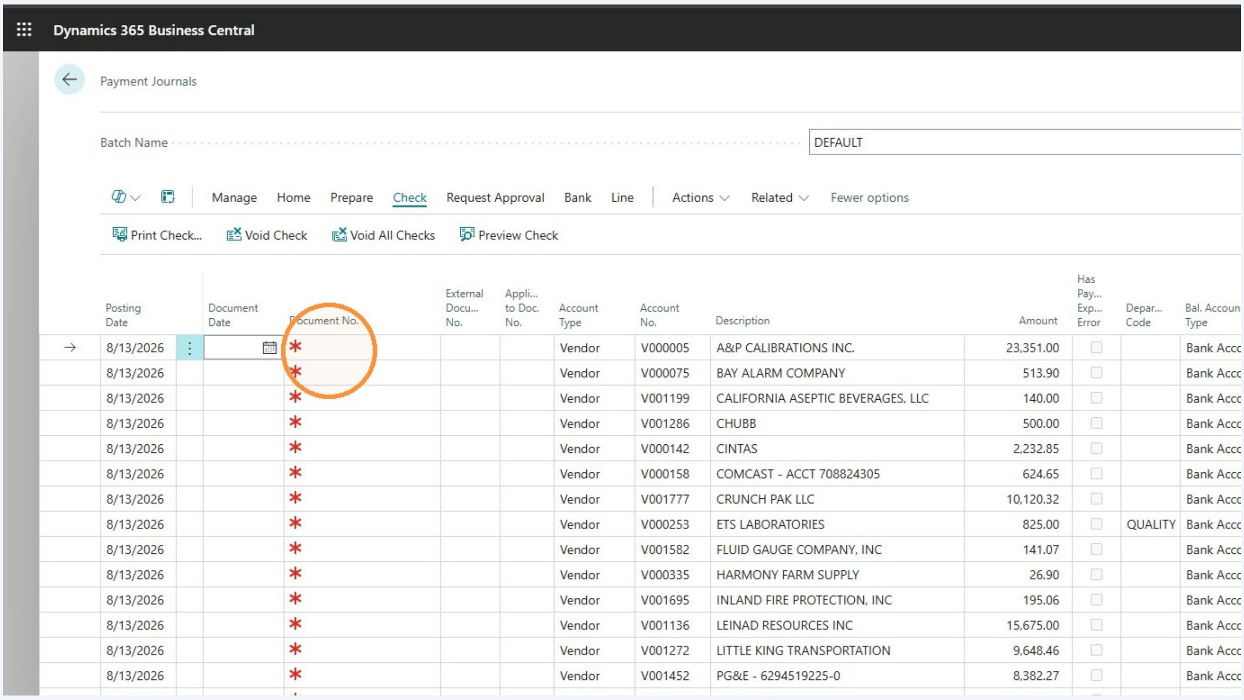
31 Click Back to return to Bank Accounts.



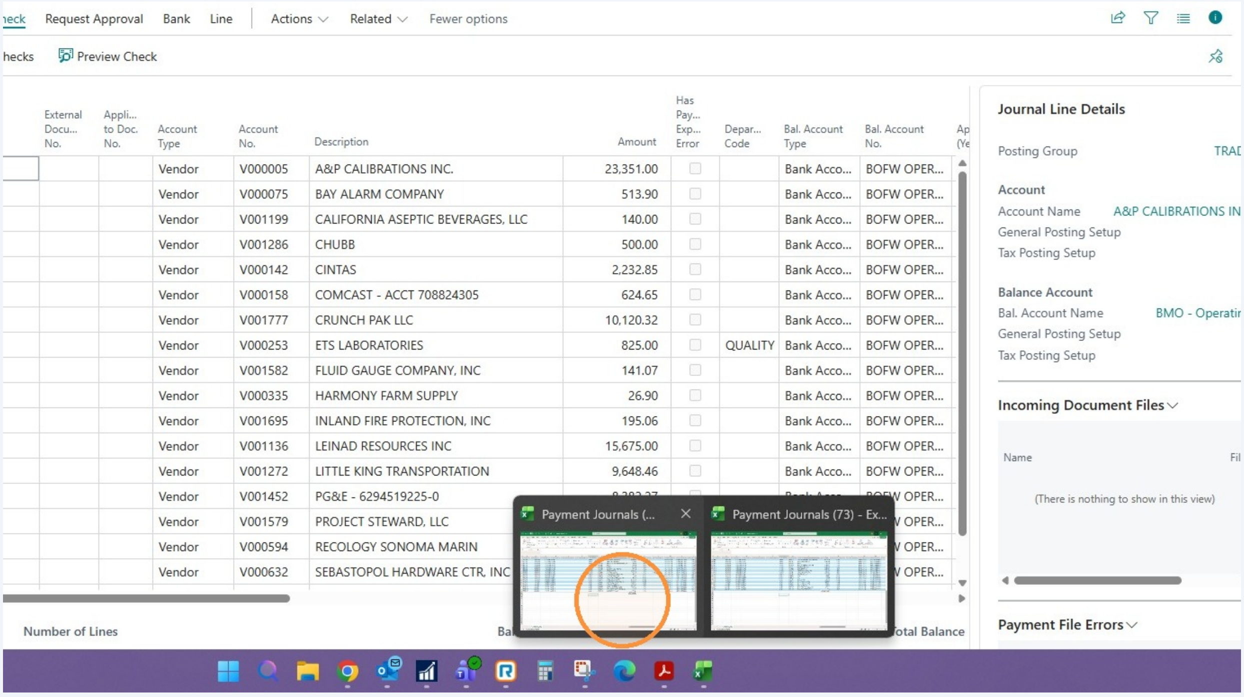
32 Return to Payment Journals.



33 Click "Document No."

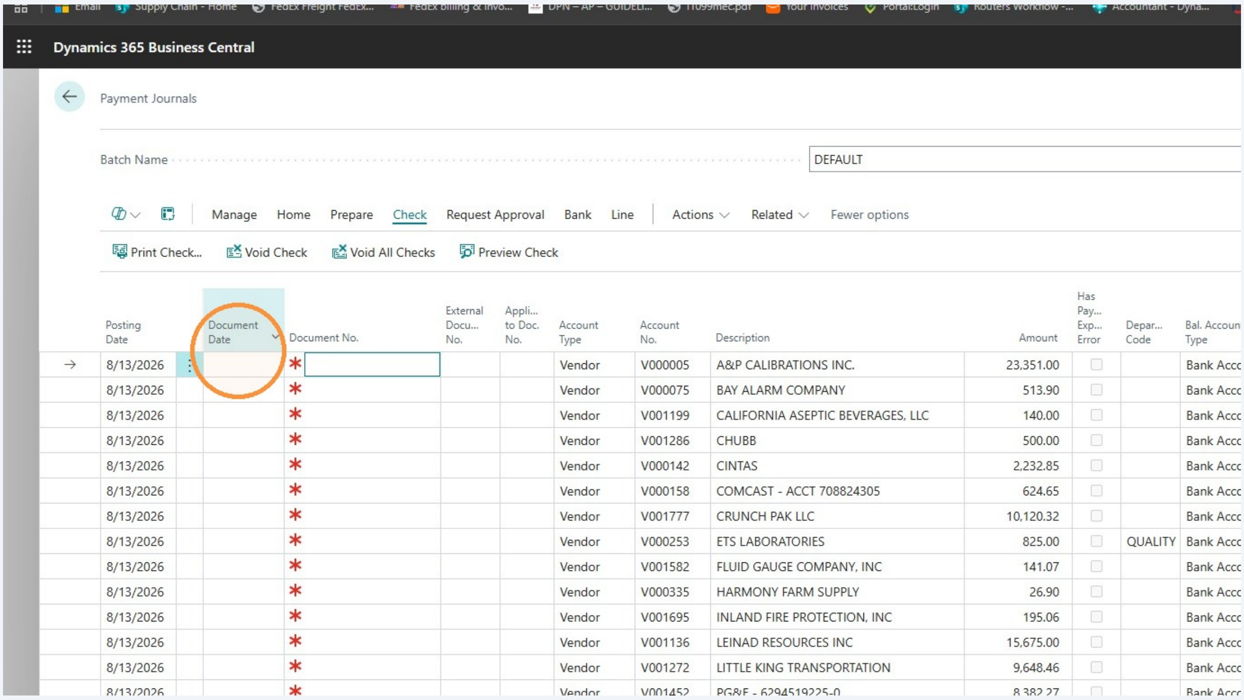


34 Click "Payment Journal"

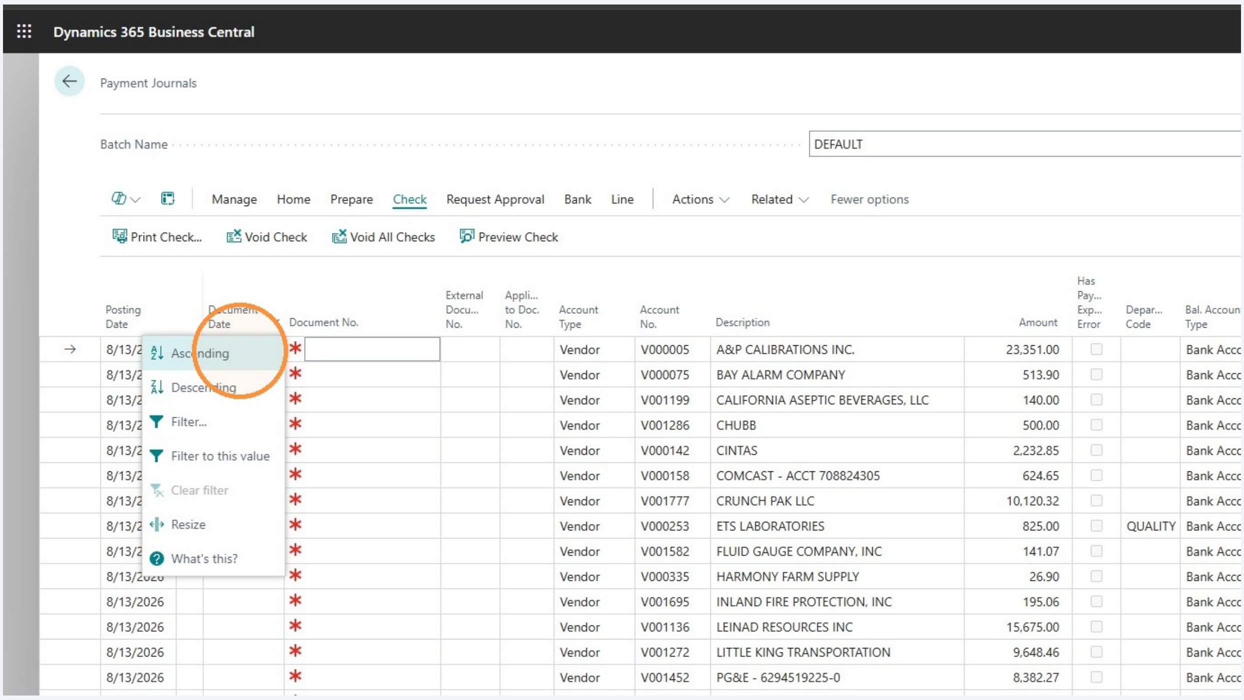


Update Journal Lines

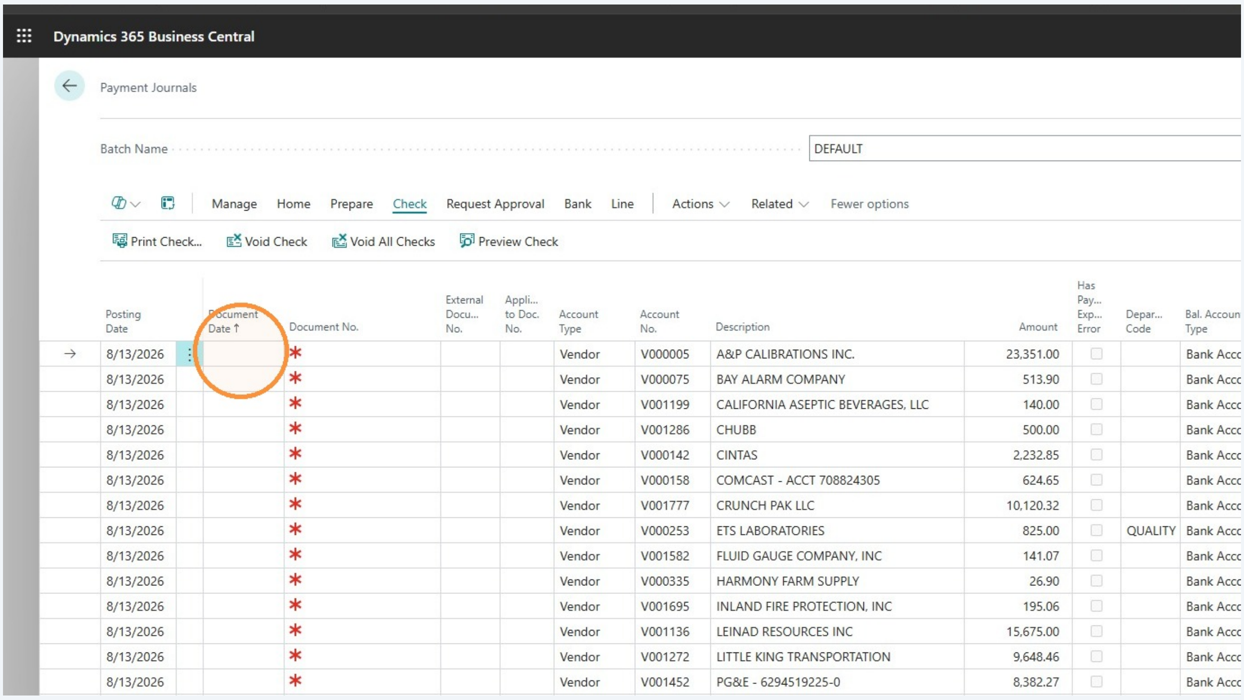
35 Open the Document Date column menu.



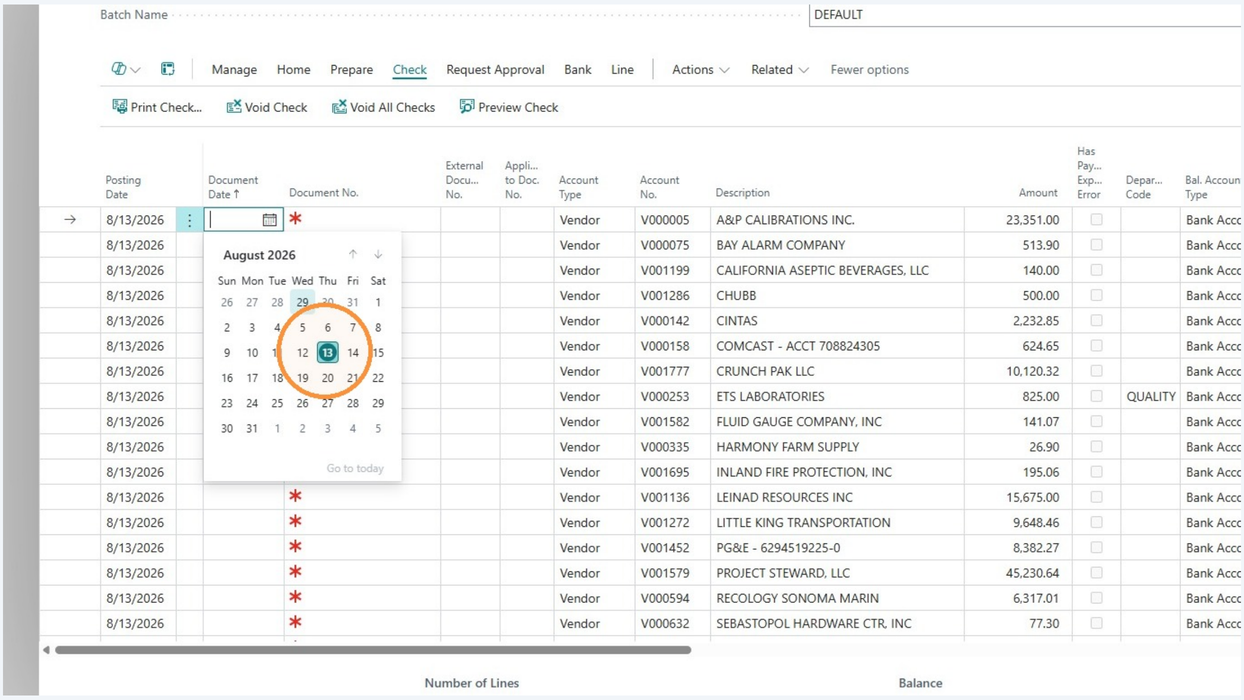
36 Sort Document Date in ascending order.



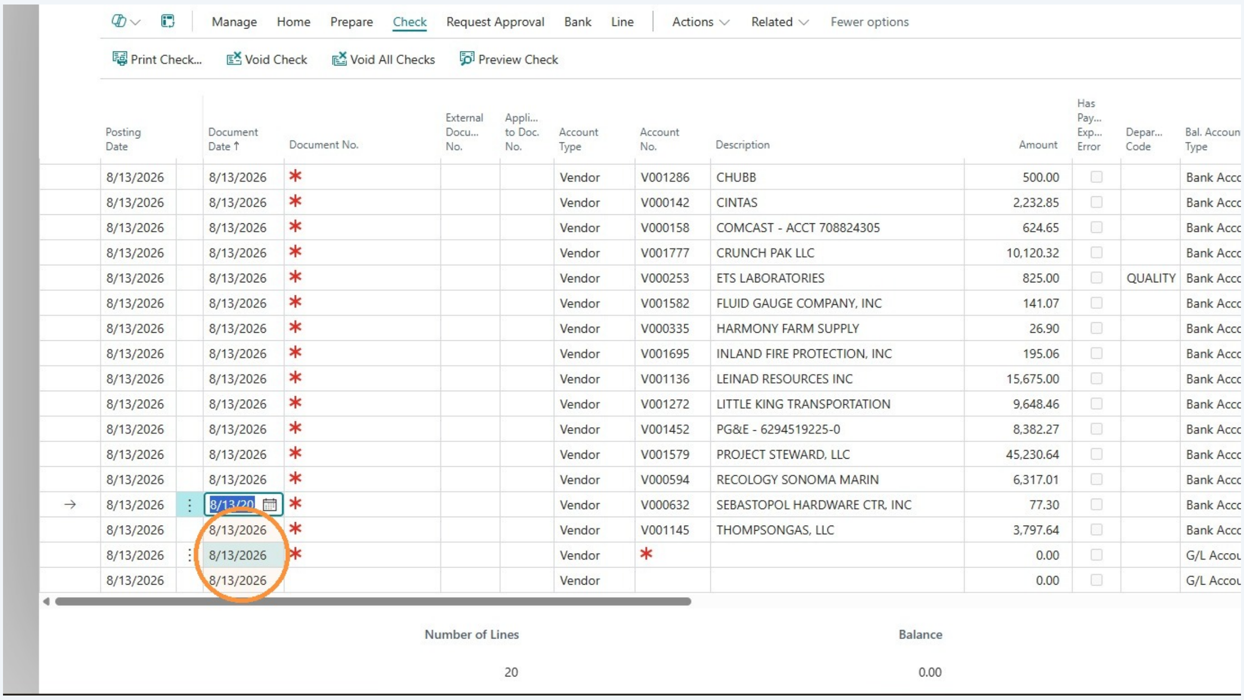
37 Click "Document Date, sorted in Ascending order"



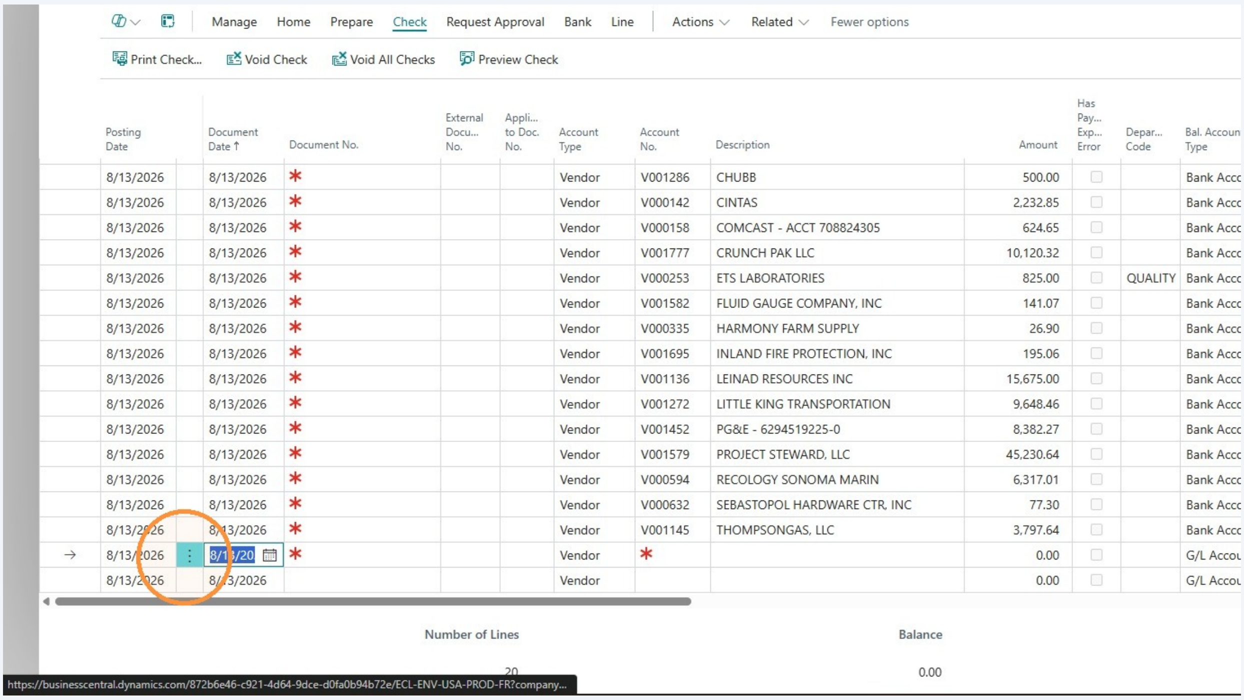
38 Select August 13, 2026 in the date picker.



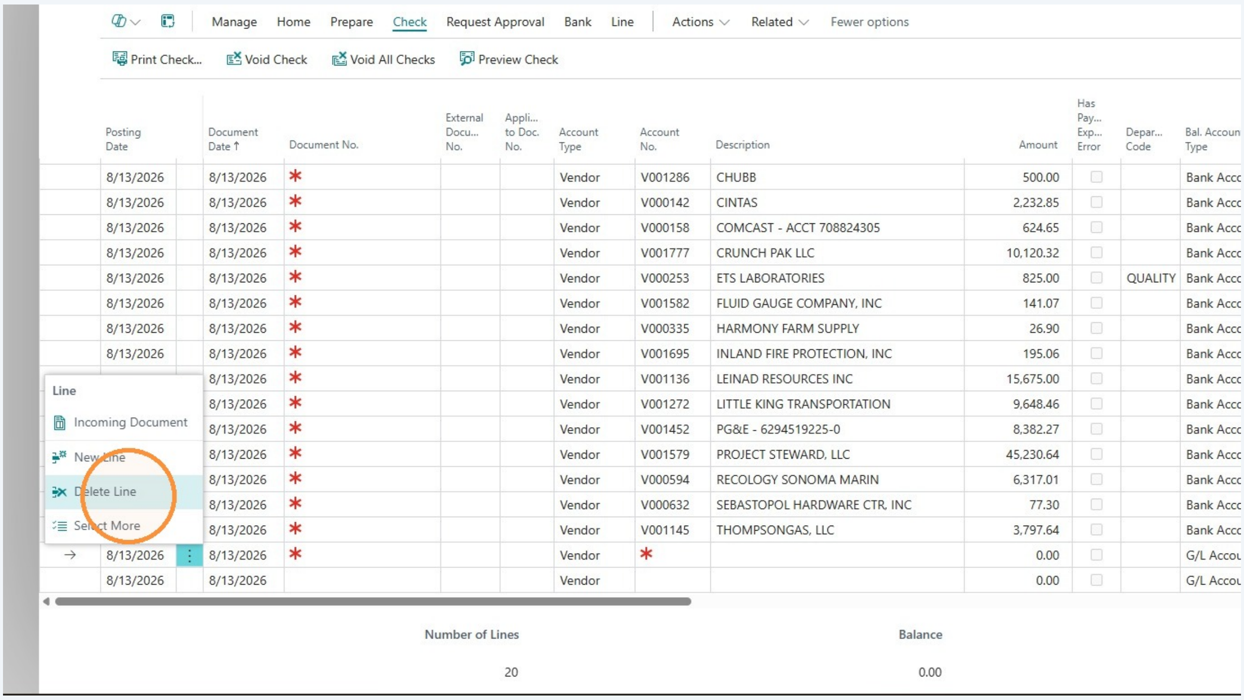
39 Click "Document Date, sorted in Ascending order 8/13/2026"



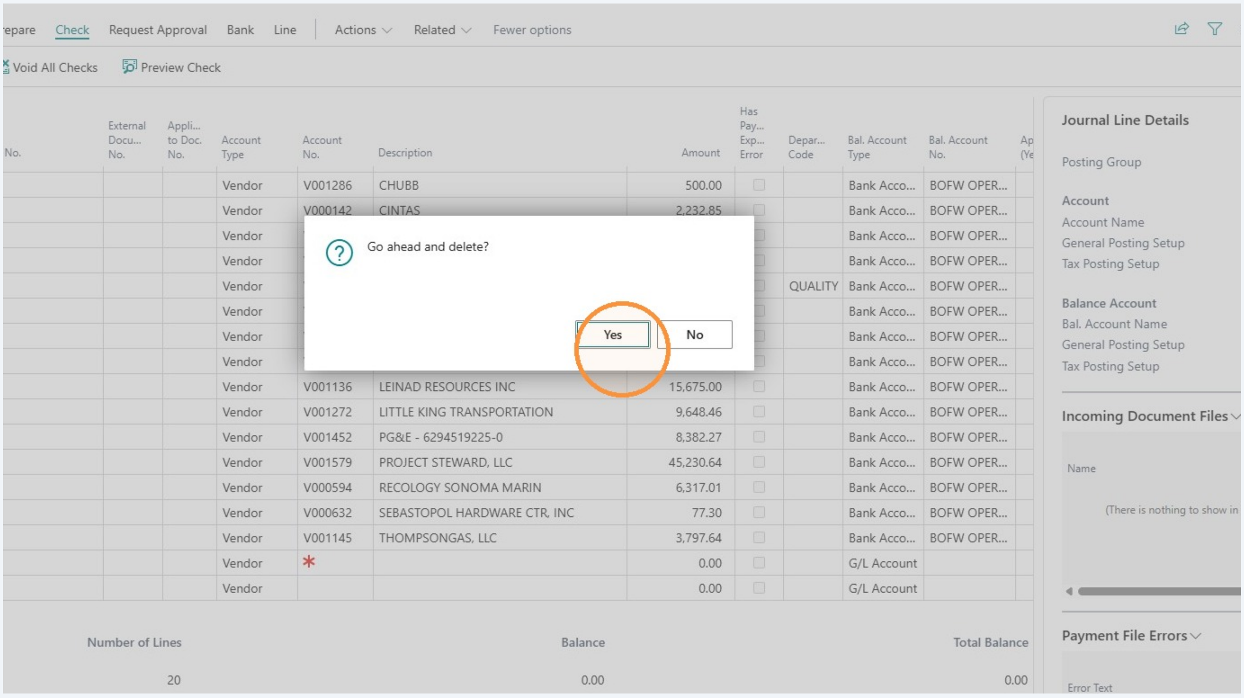
40 Open the line options menu.



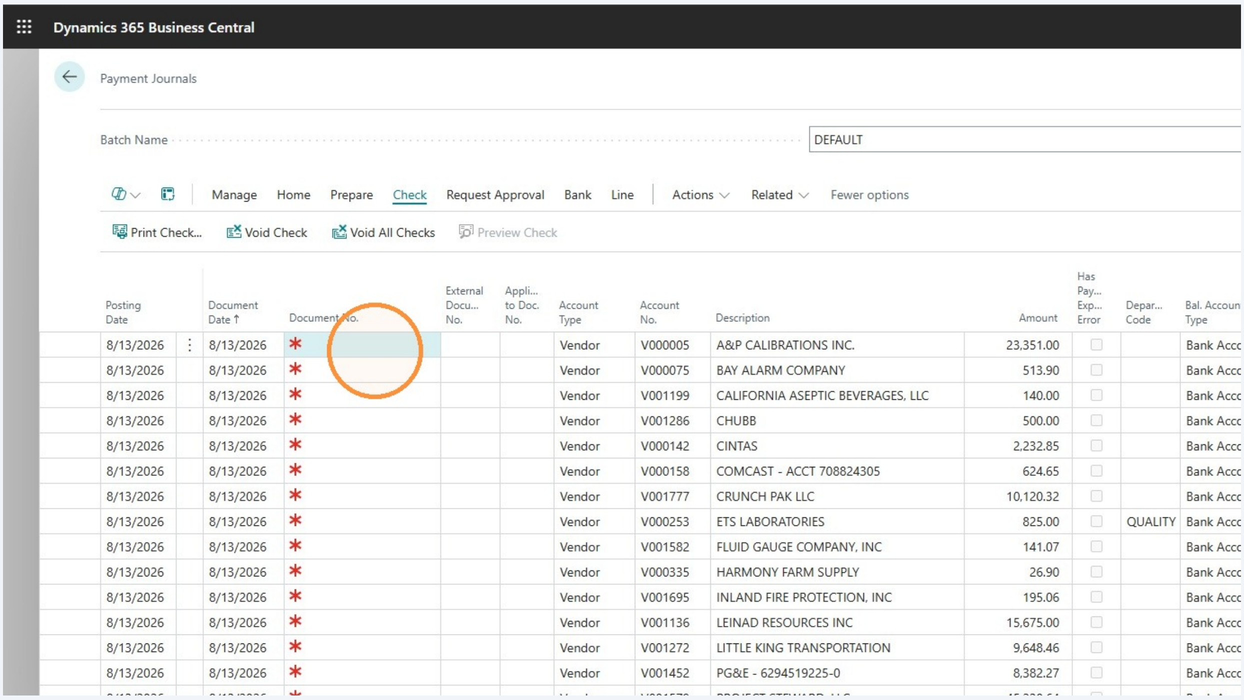
41 Click Delete Line.



42 Confirm deleting the journal line.

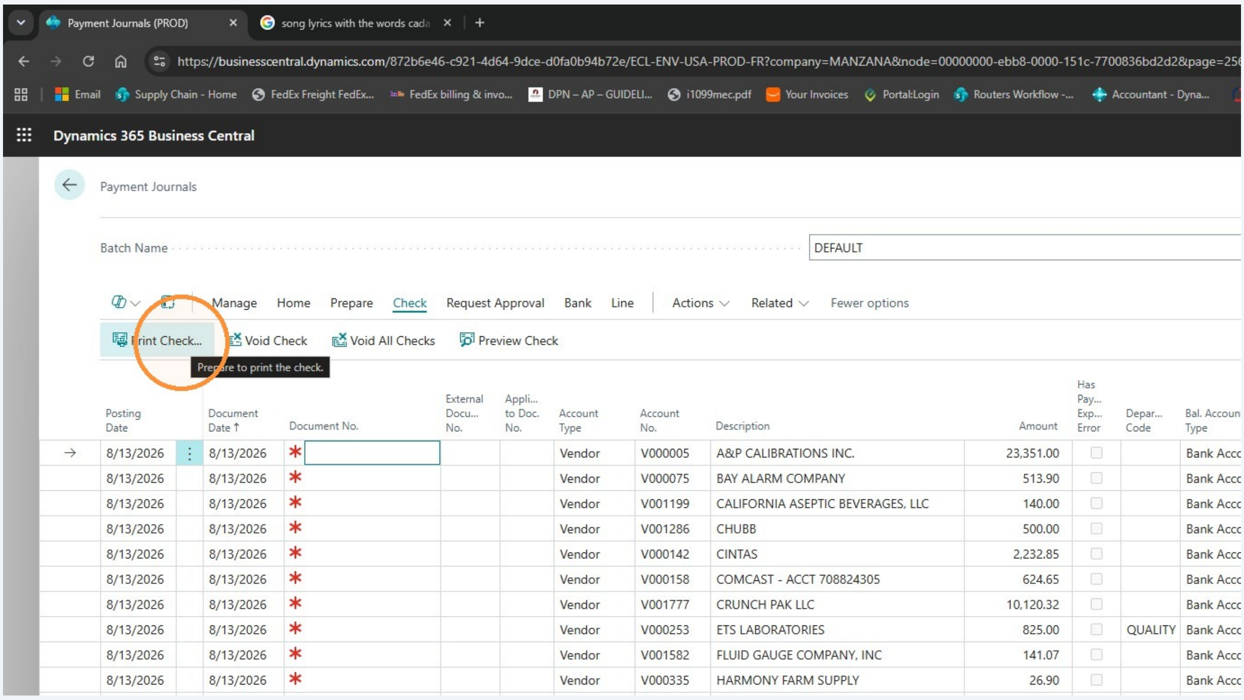


43 Click "Document No. (Blank)"

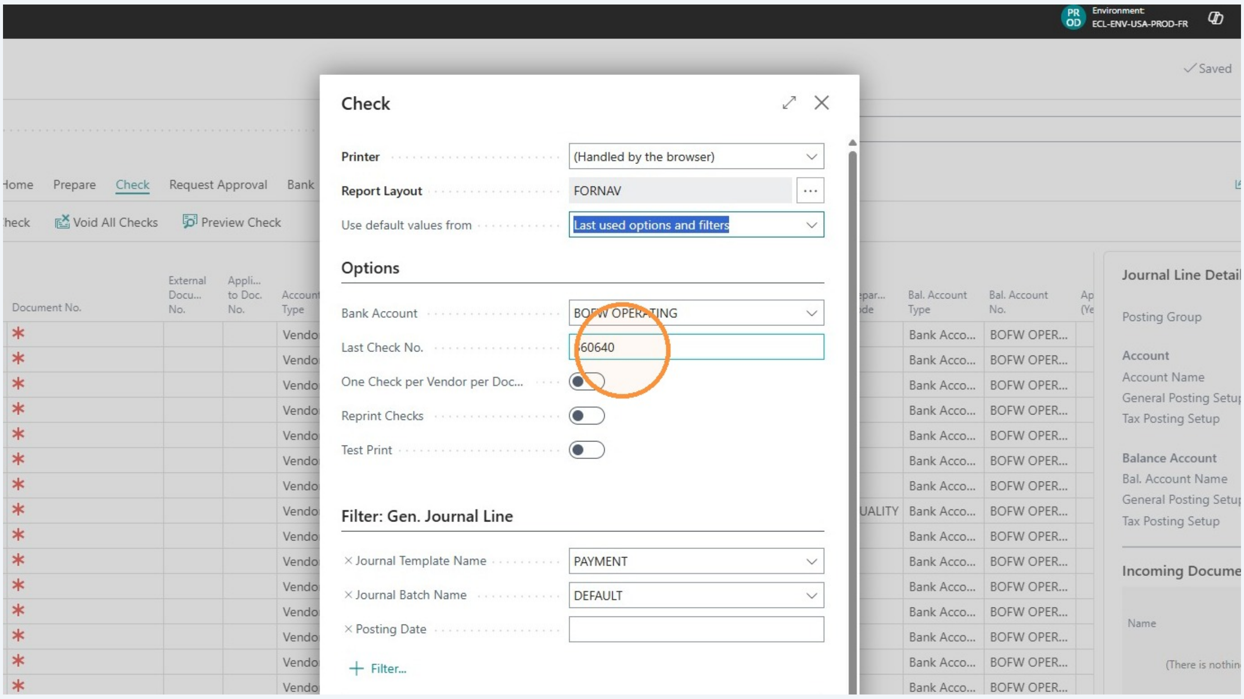


Print Checks

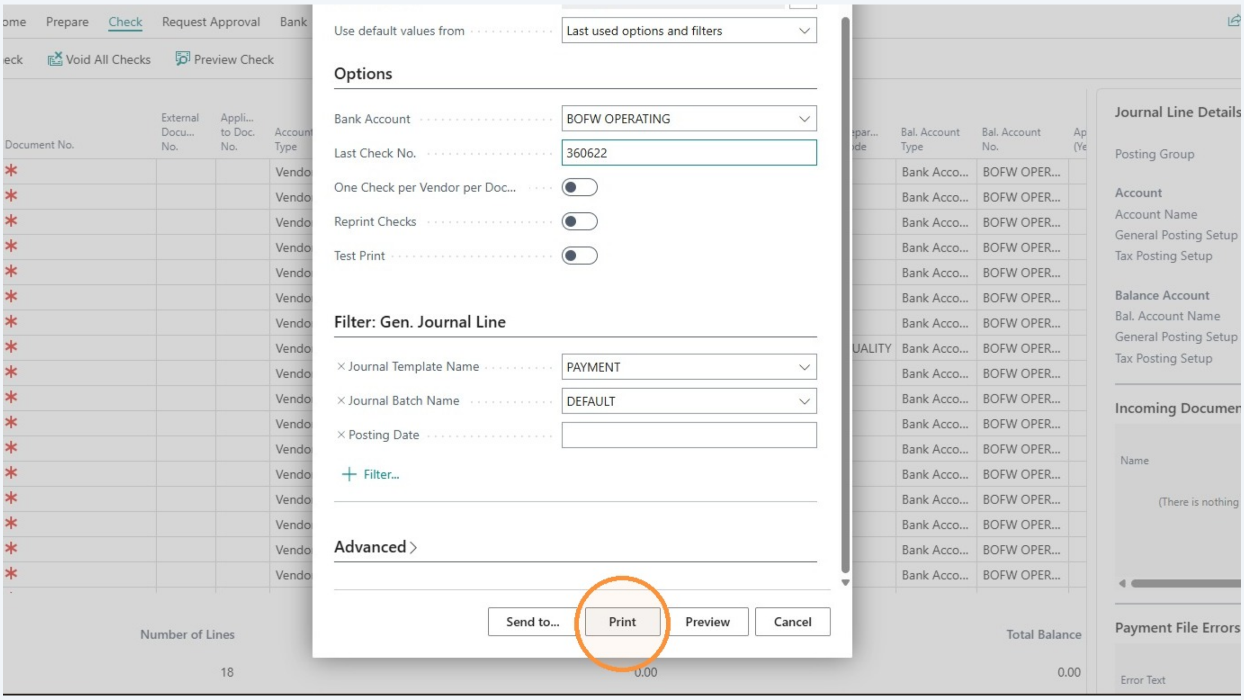
44 Click Print Check.



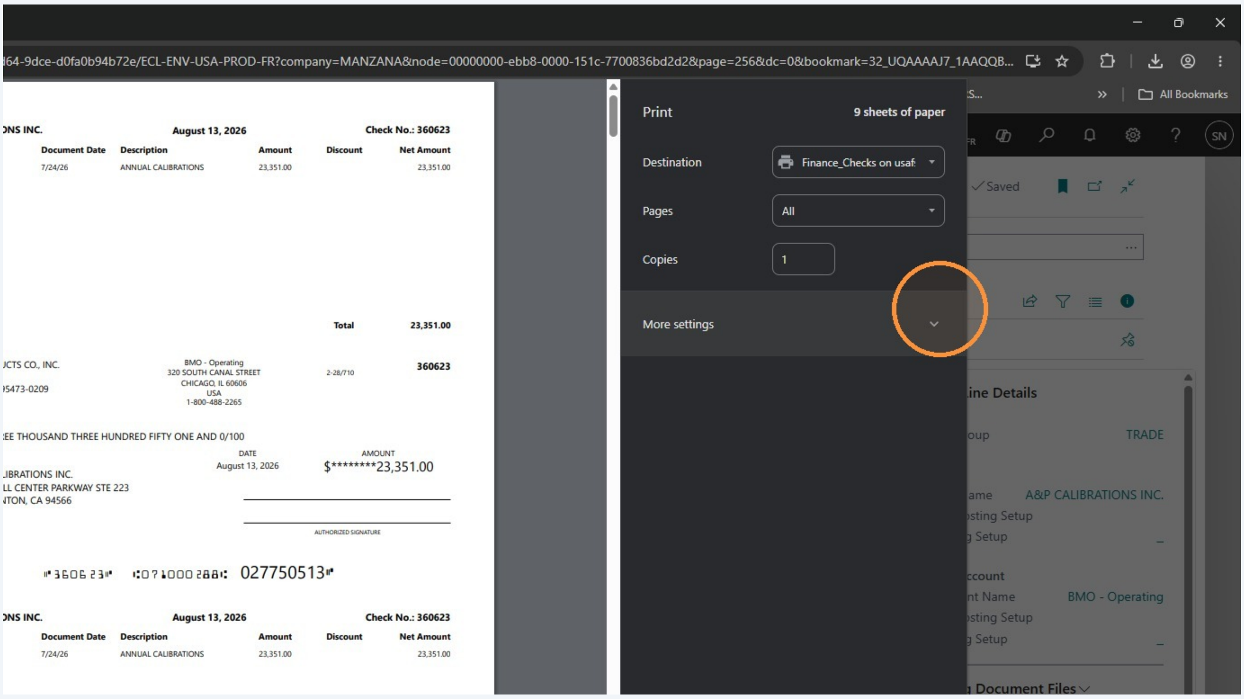
45 Review or edit the Last Check No. field.



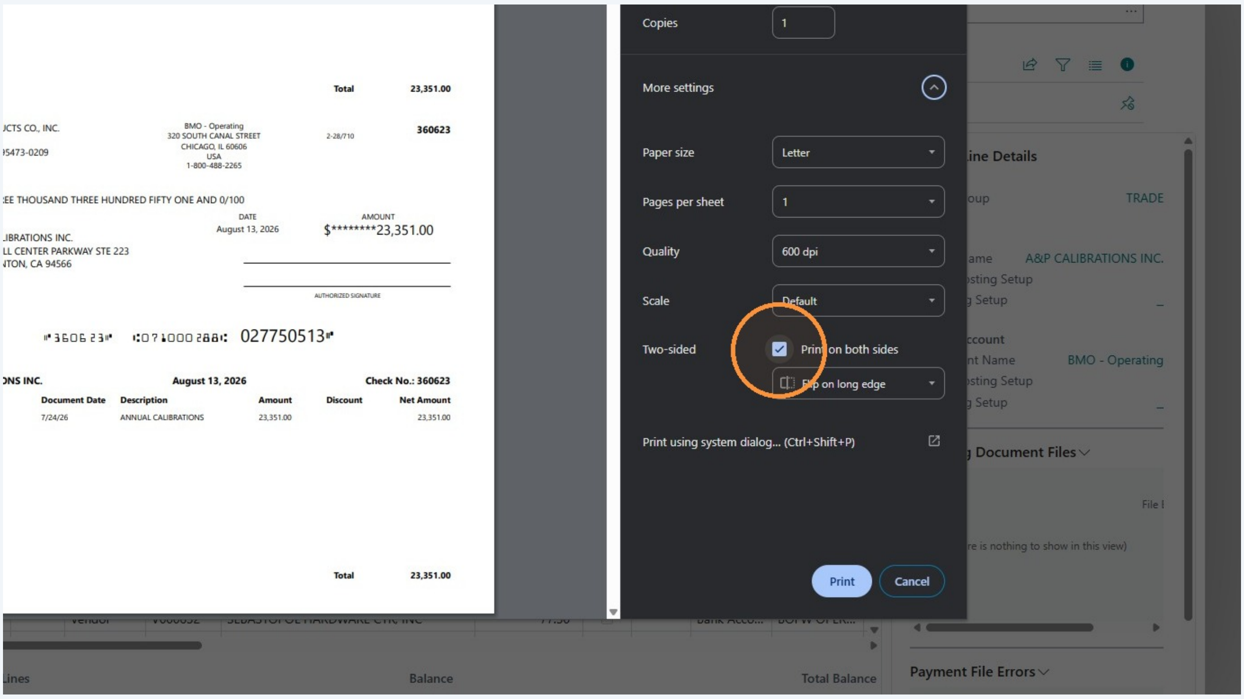
46 Click Print in the Check dialog.



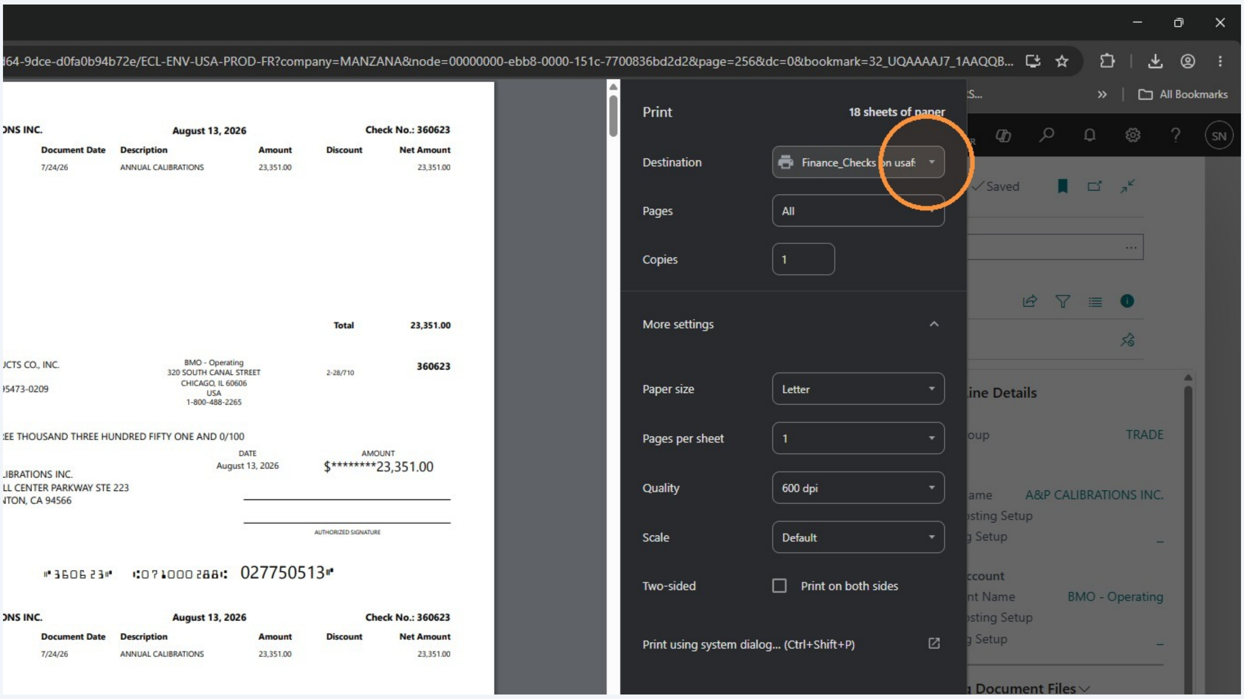
47 Open More settings in the print preview.



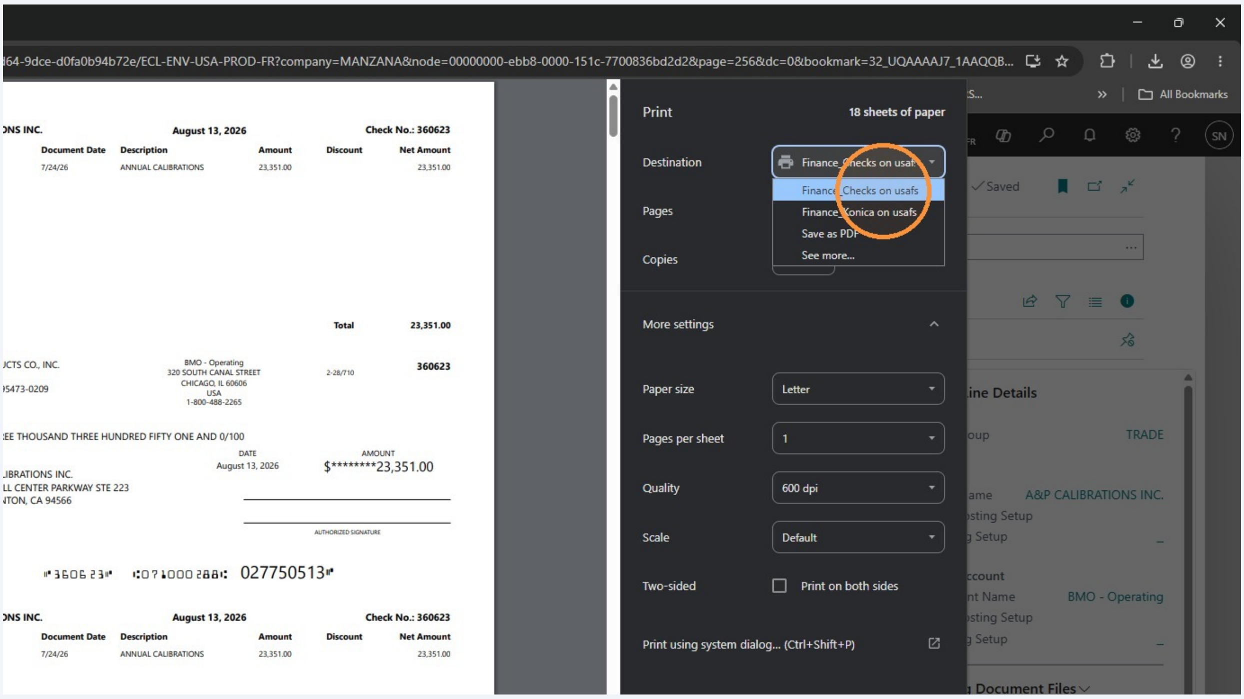
48 Enable Print on both sides.



49 Open the Destination menu.



50 Click "Payment Journals (PROD)"



51 Click Print in the browser print preview.