Keystone Financial Information System (FIS™)

Accounts Payable Check Processing



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I. GENERAL INFORMATION

A. <u>Keystone Client Navigation – Icons, Buttons, and Function Keys</u>

To view a list/description of the buttons, icons, and function keys included in this document please access the **Keystone Client Navigation – Icons, Buttons, and Function Keys documentation**. You can locate this documentation by going to the Client Care website \rightarrow Documents \rightarrow User Manuals \rightarrow Keystone Client.

B. Payroll Agency Checks Setup and Processing

Documentation on **Processing Payroll Agency Invoices** can be found by going to the Client Care website \rightarrow Documents \rightarrow User Manuals \rightarrow KEMS (HR, Payroll) \rightarrow Agency Checks \rightarrow Payroll Agency Invoices.

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II. ACCOUNTS PAYABLE/AGENCY CHECK PROCESSING

Note: If you use the SFTP Net Drive utility (X: drive) for KeyDocs, be sure that's connected.

A. <u>Step One: Post Payroll Agency Invoices (AP1002)</u>

Financial Information System \rightarrow Invoice Entry \rightarrow **Post Payroll Agency Invoices (AP1002)**

This process is only needed if you are running Payroll Agency Checks. The process will pull any invoice that has been released from the Maintain PR Agency Invoices into Accounts Payables. This screen will post all invoices, move the files from PRAP to AP and will create the **General Ledger Distribution** records.

Note: Once the invoices are posted to Financials, they <u>cannot</u> be viewed or modified in Payroll. Also, you will receive a message if you have insufficient funds and the invoices may be placed on <u>hold</u>.

Accounts Payable	Post Payroll Agency Invoices	AP1002
This process vendors. On posted by ru You may filt Check Code b list of invo Choose the d enter a post choose to u	will create Payroll Agency Invoices for the payroll agency ace the invoices have been generated, they will need to be unning the Accounts Payable Invoice Entry Register. Her the invoices that are selected by optionally entering a below, and will be given an opportunity to select from the bices once they are displayed. Nate you would like to use to post these invoices. You may sing date that all invoices will be updated with, or you may use the posting date alreday set on each record.	
Check Co	nde PR Select Post Date Invoice Post Date Enter Post Date	
	OK Cancel	

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Check Code: Enter the check code associated with the invoices that you wish to post. Run this process for each individual check code.

Select Post Date: Select if you want to use the Invoice Post Date assigned to the invoice when generated in Payroll or select Enter Post Date and enter the Post Date to be used for posting.

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B. Step Two: Run the Invoice Entry Register (AP9119) and Accept the Posting

Financial Information System \rightarrow Invoice Entry \rightarrow Invoice Entry Register (AP9119)

This report lists all invoices entered that have **not** been posted.

Accounts P	ayable Invoice Entry Register	AP9119					
	The Invoice Entry Register is a report that lists all Invoices that need to be posted. Choose the options below. Once the report has completed, you will be prompted to post the Accounts Payable Invoices.						
Enter	the report date 10/02/2018						
Enter	User Login Name or leave blank for all logins						
Enter	Check Code or leave blank for all check codes PR						
	Print Option Sort by Vendor Name Sort by Vendor Number Sort by Entry Sequence Summarize on Screen						
Optio	nally enter a range of Posting Dates ==>						
	OK Cano	el					

Enter the report date: Enter the date you are running the report for.

Enter User Login Name or leave blank for all logins: Use the Look Up icon to select a username or leave this field blank for all.

Enter Check Code or leave blank for all check codes: Use the Look Up icon to select a check code or leave blank for all check codes (*Example: (PR) Payroll*).

Note: If you used multiple codes in Payroll, you will have to <u>repeat</u> this process for each check code (Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)). When reviewing multiple Check Codes, you may want to enter a User Login Name and leave the Check Code field blank (for all invoices).

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Print Option: Select the option you want the report to be sorted by when printing.

Choose Report: Select how detailed you want the report to be.

Optionally enter a range of Posting Dates: (Optional) you can enter a range of posting dates to view the report for.

1. Invoice Entry Register Report

Report Preview				1 0	f 1		
AP9120	INVOICE I RUN DA7 USER CHECI	ENTRY REGISTER FE: 10/02/18 NAME: ALL & CODE: PR		16:3	31:19 20	6 NOV 201	.9 Page 1
Vendor/Invoice	. SC Budget# P/O	No Amount E	Freight I	Discount	. Tax.	Ex	tension
Ven# 000012 Keystone Inv# 12584 Inv ,Due Post Date 10/09/19 1099 Type: M 1099 Flag: N	N 303-69130-2100-202-00-000	785215.15					785215.15
		785215.15	0.00	0.0)0	0.00	785215.15
		785215.15	0.00	0.0)0	0.00	785215.15
		785215.15	0.00	0.0)0	0.00	785215.15
1 records listed.							

2. Invoice Entry Register Report by Fund

Report	t Preview		1	of	1		
AP9120		INVOICE ENTRY REGISTER BY FUND RUN DATE: 10/02/18 USER NAME: ALL CHECK CODE: PR	16	:37:4	4 26	NOV 2019	Page 1
Fund	Extension						
303	785215.15 ======= 785215.15						
1 recor	ds listed.						

Note: If corrections are needed, go to: Disbursements \rightarrow Invoice Release / Check Writer \rightarrow **A/P Invoice Status Change (AP9140)** or go to: Invoice Entry \rightarrow **A/P Invoice Change/Cancel (AP3324)** to make the necessary updates (hold, release, etc.).

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Once the report is reviewed and verified for accuracy, the posting can be accepted. All invoices <u>must</u> be posted before they can be released for the check run.

Posting the invoices will create a debit to the detail accounts and a credit to Accounts Payable. Posting is dated by each Invoice's Posting Date. You will be prompted to post the invoices on the report; then, you will be prompted for selection and sorting criteria, and a detail register will be produced followed by a summary by fund.

I	Confirm									
	Do you wish to proceed with the POSTING ?									
	Yes No									

Click **Ok** to perform the post and answer the sort criteria prompt. Posting the invoices will create a debit to the detail accounts and a credit to Accounts Payable. Posting is dated, by each Invoice's Posting Date.

3. <u>Invoice Entry Register Distribution Summary</u>

Report Preview				1	of	1	G	
AF3122 Report Date 11/26/19 Invoice F	Ke Entry Re	ystone County gister Distribution	16:43:12 Summary	11-26-1	9	Page	ə 1	
Account/Description		Debits	Credits					
303-00500-0001-000-00-000 ACCOUNTS PAYABLE 303-69130-2100-202-00-000 2100 - FICA BENEFITS		0.00 785215.15	785215.15 0.00	_				
		785215.15	785215.15	-				
2 records listed.								

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C. <u>Step Three: Release A/P Invoices for Payment (AP0092)</u>

Financial Information System \rightarrow Disbursements \rightarrow Invoice Release / Check Writer \rightarrow A/P Release for Payment (AP0092)

A	counts	Payable	New A/P Release	e For Payment	AP0092
		Select	Invoices that meet the	following requireme	ents:
		Logname:	Check Code:	Source Co	ode:
	ST	Invoice	Vendor	Inv Date Due	Date NET
					<u> </u>
				ov d	angel Clear
				UK C	ancer Clear

Logname: Use the Look Up icon to select a username or leave this field blank for all.

Check Code: Use the **Look Up** icon to select a check code (*Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)*).

Source Code: Enter the source code (*Example: (PR) Payroll Agency Invoices*).

In the white area invoices will appear click **All** or select the invoices to release them for payment (and click view). A box will appear showing you the number of invoices that are being released. Click the **Release** button. Repeat this step for each Check Code (*Example: 90 -Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)).* **Review the Invoice Entry documentation for further details about entering/changing invoices on the Client Care Website under Documents \rightarrow User Manuals \rightarrow Financials \rightarrow Invoice Entry.**

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D. <u>Step Four: Run the Payment Review Report (AP3063)</u>

Financial Information System \rightarrow Disbursements \rightarrow Invoice Release / Check Writer \rightarrow Payment Review Report (AP3063)

This will print a hard copy of invoices that have been released for payment which may be reviewed prior to printing checks.

Accounts Payable	Payment Review Report	AP3063					
	The program will print the Payment Review Report.						
The paym that hav printing includes	eent review report gives the user a hard copy of invoices we been released for payment which may be reviewed prior to the checks. The information provided on this report a:						
Vendor r Vendor r Invoice Invoice Purchase General included Coneral	Vendor number Vendor name Invoice number Invoice date Invoice net amount (amount to be paid on this invoice) Purchase order numbers included on the invoice General ledger account number for each purchase order detail line included on the invoice.						
on this RF	invoice.	~					
ν C	sername Leave blank for all. heck Code Leave blank for all.						
	OK Canc	el					

Username: Use the Look Up icon to select a username or leave this field blank for all.

Check Code: Use the **Look Up** icon to select a check code (*Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.))* or leave this field blank for all.

Note: Please view the next page for an example of the **Payment Review Report** (AP3062).

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1. Payment Review Report (AP3062)

Rep	ort Preview						4	of	4			2
I			Keystone C	ounty	,							
AP30	62		PAYMENT REVIE	W REP	ORT		16	:35:26	27 N	OV 201	9	PAGE 4
VEND	OR VENDOR NAME	INVOICE	INV DATE	CHK	CODE	Invoice Amt		NET	AMOU	NT 		
		PAID TO : Vendor 000012 Ach										
0001	74 Keystone Inform	mation Systems LISA041119 205-61320-6012-203-00-000 BOOK	04/11/19 S & SUPPLIES	N	555	9,900.00		9,	900.0	0		
		TOTAL FOR: Keystone Information PAID TO : Keystone Computer Sy	Systems stems					9,	900.0	0		
		REPORT TOTAL					===:	\$33,	082.3	= 4		
Tota	l Checks to be paid	- 19										
205	CENERAL FUND	19 269 25										
303	SCHOOL GRANTS FUND	1,467,00										
555	Casey's Fund	12,245.99										
556	Student Activities	100.00										
***	FUND TOTALS	33,082.34										

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E. <u>Step Five: Print Accounts Payable Checks (AP0007)</u>

Financial Information System \rightarrow Disbursements \rightarrow Invoice Release / Check Writer \rightarrow Print Accounts Payable Checks (AP0007)

Enter the information that will determine what will print on your checks. The check date you enter will also be the posting date.

A	ccounts Payable Print Accounts Payable Checks	AP0007
	Enter the information that will determine what will print on your checks.	
	The check date you enter will also be the posting date. If you choose a user name then only A/P items entered by that user will be printed on the checks.	
	<pre>**NOTE**> Do not post until you have verified that all printing is</pre>	
	Check Code: PR	
	Check Date:	
	Check Number:	
	User Name:	
	Source Code:	
	OK Cance	1

Check Code: Use the **Look Up** icon to select a check code (*Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)*).

Check Date: Enter the check date, this date will also be the posting date.

Check Number: This is the number the check(s) will be assigned, tab through or enter a check number.

User Name: Use the **Look Up** icon to select a username or leave this field blank for all. If you choose a user name then only Accounts Payable items entered by that user will be printed on the check(s).

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Source Code: Enter the source code (Example: (PR) Payroll Agency Invoices).

Note: When printing the PDF file select <u>Actual Size</u>. You do not have to physically print the vouchers for the wire transfers (no checks); however, you still have to complete <u>ALL</u> the steps.

Before proceeding, make sure you verified that the first check number and the last check number, that the system printed, matches the preprinted form (if you are using a preprinted form).

<u>DO NOT POST</u> until you have verified all printing is <u>correct</u> and you have <u>ALL</u> the checks you need at this time.

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F. <u>Step Six: Print Check Register and Update (AP4070)</u>

Financial Information System \rightarrow Disbursements \rightarrow Invoice Release / Check Writer \rightarrow Check Register and Update (AP4070)

This option will allow you to print a check register and update the cash disbursement journals for the pay run (will complete this step for the manual (no checks) and computer-generated checks).

Accounts Payable	Check Register & Update	AP4070
	This program will print the Check Register.	
The check re cash disburg computer get	egister and update program provides the user with the sements journal and may be run for either manual or nerated checks.	
The user is the check ro checks. Plo	first prompted for the type of checks to be included on egister. Select (M) for manual check or (C) for computer ease note that only one type of check may be selected.	
You are nex may have bo	t asked if you want a detail or summary register or you th types of register printed.	
When the reg	gister has completed printing you are asked if the	~
Please	e select report type Please select type of checks Detail Summary Both	
	OK Cance	1

Please select report type: Select if you want the Check Register in Detail, Summary or both for each check type (manual or computer).

Please select type of check: Select if the checks are manual or computer *(only one type of check can be selected)*.

Note: Please view the next page for an example of the Accounts Payable Check Register Detail Listing (AP4070).

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1. Accounts Payable Check Register Detail Listing (AP4070)

Rep	oort Previe	w			1 of	5	
AP4()70			Keystone (ACCOUNTS PAYABLE CHECK RF Accounts Payable COMPI	County EGISTER DETAIL LISTING 17:10:59 27 JTER Check Register	NOV 201	9 PAGE 1
CK CD	CHECK NUMBER	INVOICE NUMBER	PURCHASE ORDER	BUDGET CODE	VENDOR VENDOR NAME NUMBER	DIST	RIBUTION TOTAL
01	605	1002TEST		555-20300-0000-000-00-000	000008 Aflac *** TOTAL AMOUNT OF CHECK# 101*605	***	2,990.00 2,990.00*
01	606	44		303-69151-6001-102-40-000	001330 Jillian Arnett *** TOTAL AMOUNT OF CHECK# 101*606	***	44.00 44.00*
01	607	TEST1		556-00000-3000-101-00-000	002293 Joann X Test *** TOTAL AMOUNT OF CHECK# 101*607	***	100.00 100.00*
01	608	1212112 ABC-123 ABC123456	200013	555-20000-000-000-00-000 555-20000-000-000-00-000 555-88600-0000-000-00-000	000012 Vendor 000012 Ach *** TOTAL AMOUNT OF CHECR# 101*608	***	4,920.00 100.00 479.99 5,499.99*
01	609	1002TEST		555-20300-0000-000-00-000	000012 Irs *** TOTAL AMOUNT OF CHECK# 101*609	***	1,000.00 1,000.00*
01	610	1002TEST 123445 12584 41414 4422 44412 5512 83776655	1852	555-20300-0000-000-000 205-61100-6001-101-10-003 205-68200-3170-101-10-000 303-69151-6001-102-40-000 303-69151-6001-102-40-000 303-69151-6001-102-40-000 303-69151-6001-102-40-000 205-68200-3170-101-10-000	000174 Keystone Information Systems *** TOTAL AMOUNT OF CHECK# 101*610	***	29.90 10.00 9,308.36 12.00 22.00 12.00 5.00 15.00 9,414.26*
01	611	0101 1222 333 9966	1836	303-69151-6001-102-30-000 303-69151-6001-102-40-000 205-24020-0600-000-00-000 205-61320-6012-202-00-000	000174 Julie Alfred		10.00 1.00 1.00 11.00

After you print the register, you will be prompted:

Confirm
Do you wish to proceed with the Update?
Yes No

Select YES to continue with the posting. Select No to cancel the posting process.

Once you have posted, you have completed the process.

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III. VOID/REISSUE ACCOUNTS PAYABLE CHECKS IN FINANCIALS

A. <u>Step One: Void a check that has been posted (AP3401)</u>

Financial Information System \rightarrow Disbursements \rightarrow Voided Checks \rightarrow Entry of Voided Checks (AP3401)

Accounts Payable		Void Check Entry		AP3401
Check Code:	Check Numbe	r:	Posting Date: Date Entered: Date Entered: Date Entered: Date Entered: Dogname: Dogna	
			Check Date: Check Amount:	
Invoi	ce Number	Amount	Description	
		OK C	Cancel Clear Dele	te

This process will allow you to void a check.

Check Code: Use the **Look Up** icon to select a check code (*Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)*).

Check Number: Enter the check number or use the **Look Up** icon to locate the vendor and check number you want to void.

Tab through the remaining fields, the information from the original check will be displayed. Click **OK** to proceed with voiding the check or click **Cancel/Clear** to exit without voiding the check.

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B. <u>Step Two: Print the Voided Check Register and Update (AP3409)</u>

Financial Information System \rightarrow Disbursements \rightarrow Voided Checks \rightarrow Void Check Register and Update (AP3409)

This option will provide you with a hard copy report of checks that have been voided. Review the report for completeness and accuracy.

ounts Payable	Void Check Register & Update	AP34
r	This program will generate the Void Check Register.	
The void hard copy This pro checks to be run wh however, administ:	check register and update program provides the user with a y report of checks tha have been voided for whatever reason. ogram must be run and the register accepted for the void o be completely recorded in the system. This program should henever you have entered void checks into the system, the frequency of this is at the discretion of your rator who establishes these policies.	^
Once you send the be review	have clicked OK, the program will process the register and report to the designated printer. The report should be now wed for completness and accuracy.	
When the "Do you m problems select N(register press <en accountin be return</en 	report has been completed, a question is displayed asking wish to proceed with the update?". If there were any with the printer or the the report seems not to be correct 0 and you will be returned to the void check menu. If the printed properly and all data is correct, select YES and NTER>. This will post the void check data into the ng records. When this process has been completed you will ned to the void check menu.	
		~
	OK Cance	≥1

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1. Accounts Payable Voided Check Register (AP3410)

Report	Preview					1 of	1	
1			Keystone Cou	nty				
AP3410		ACCOUNTS	PAYABLE VOIDED	CHECK	REGISTER	14:44:13	29 NOV 2019	PAGE 1
vendor#	NAME	INVOICE#	GROSS	DISC	FREIGHT	NET	CHECK AMT	CHECK N
000174	Keystone Information Syste	ems 1258	10.00	0.00	0.00	10.00	9,992.27	101*2
		999999	5.00	0.00	0.00	5.00		
		MATT	23.00	0.00	0.00	23.00		
		MATT01	23.00	0.00	0.00	23.00		
		113	9.00	0.00	0.00	9.00		
		116	9.99	0.00	0.00	9.99		
		117	6.96	0.00	0.00	6.96		
		118	2.52	0.00	0.00	2.52		
		119	152.00	0.00	0.00	152.00		
		134879	20.00	0.00	0.00	20.00		
		174	80.00	0.00	0.00	80.00		
		18-08-23-A	8,948.25	0.00	447.42	9,595.57		
		18-08-23-B	8.79	0.00	0.44	9.23		
		1 1	1.00	0.00	0.00	1.00		
		2255	10.00	0.00	0.00	10.00		
		5544	5.00	0.00	0.00	5.00		
		8520	20.00	0.00	0.00	20.00		
		87553	10.00	0.00	0.00	10.00		
		TOT	9,344.51	0.00	447.86	9,992.27	0.00	
			6 244 51	0.00	447.96	6 660 07	6 662 07	

When the report has been completed, the program will ask "Do you wish to proceed with the update?". Select **Yes** to <u>proceed</u> with the posting. Select **No** to <u>return</u> to the voided check menu. The posting will update the information in the accounting records.

Confirm
Do you wish to proceed with the update?
Yes No

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C. <u>Step Three: Issue a new check for payment (AP3324) or (AP9140)</u>

Important Information:

- 1. When the check is voided, the status of the invoice is automatically set to HC for Hold Cancelled.
- 2. If you need to make a change to the invoice prior to reissuing, you can use the Invoice Change/Cancel process to do so.
- 3. To reissue a check, you will need to remove the HC status to P for released for payment.

To make necessary updates (change, hold, release, etc.) to the Invoice, go to: Invoice Entry \rightarrow A/P Invoice Change/Cancel (AP3324) screen

Accounts Payable	A/P Change/Cancel Entry AP3	3324
Vendor Number:	Invoice Number:	
Address:	Discount:	
Attn:	Freight: Net Amt:	
Invoice Date: Due Date:	Single Check: Post Date: 1099 Type: Check Code:	
L# Action	Budget#/Description ExpAmt PO#	
Entered by:	On: <<**>>: <<**>>	
Cancel In	voice Descriptions OK Cancel Clear	

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To release the invoice for payment, go to: Disbursements \rightarrow Invoice Release / Check Writer \rightarrow A/P Invoice Status Change (AP9140)

A/P Invoice Status Change (AP9140) allows you to change the status of an invoice (to release for payment).

Accounts Payable	A/P Invoice Status Change	AP9140
Vendor Number	000001 Treas. Of Virginia-vrs 987 Main Street Philadelphia PA 19111	
Invoice Number	-1-V6-2019-1	
Invoice Date Due Date	09/13/19 09/13/19	
Net Amount	-610.95	
Status	P Payment Release	
	OK Cancel C1	ear

Vendor Number: Use the **Look Up** icon to view a list of vendor numbers or enter the vendor number.

Invoice Number: Use the **Look Up** icon to view a list of invoice numbers for this specific vendor or enter the invoice number.

Status: Select **P** – **Payment Release** or use the **Look Up** icon to view a list of statuses (*Example: C* – *Cancel Payment Release, H* – *Hold, P* – *Payment Release, R* – *Remove Hold, VC* – *VOIDed Check/Invoice Cancelled, etc.*).

D. <u>Step Four: Complete Steps for Running Accounts Payable Checks in Financials</u> (shown on pages 6 - 15)

Proceed with the prior steps (Run the Payment Review Report (AP3063) \rightarrow Print Accounts Payable Checks (AP0007) \rightarrow Print Check Register and Update (AP4070)).

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IV. VOID/NO REISSUE ACCOUNTS PAYABLE CHECKS IN FINANCIALS

A. <u>Step One: Void a check that has been posted (AP3401)</u>

Financial Information System \rightarrow Disbursements \rightarrow Voided Checks \rightarrow Entry of Voided Checks (AP3401)

Accounts Payable		Void Check Entry		AP3401
Check Code:	Check Numbe	r:	Posting Date: Date Entered: Date Entered: Date Entered: Date Entered: Dogname: Dogna	
			Check Date: Check Amount:	
Invoi	ce Number	Amount	Description	
		OK C	Cancel Clear Dele	te

This process will allow you to void a check.

Check Code: Use the **Look Up** icon to select a check code (*Example: 90 – Live Checks, 91 – No Check Transactions (wire transfers, ACH, etc.)*).

Check Number: Enter the check number or use the **Look Up** icon to locate the vendor and check number you want to void.

Tab through the remaining fields, the information from the original check will be displayed. Select **OK** to proceed with voiding the check or select **Cancel/Clear** to exit without voiding the check.

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B. <u>Step Two: Print the Voided Check Register and Update (AP3409)</u>

Financial Information System \rightarrow Disbursements \rightarrow Voided Checks \rightarrow Void Check Register and Update (AP3409)

This option will provide you with a hard copy report of checks that have been voided. Review the report for completeness and accuracy.

ounts Payable	Void Check Register & Update	AP34
This p	rogram will generate the Void Check Register.	
The void check hard copy repo This program checks to be c be run wheneve however, the f administrator	register and update program provides the user with a rt of checks tha have been voided for whatever reason. must be run and the register accepted for the void ompletely recorded in the system. This program should r you have entered void checks into the system, requency of this is at the discretion of your who establishes these policies.	^
Once you have send the repor be reviewed fo	clicked OK, the program will process the register and t to the designated printer. The report should be now r completness and accuracy.	
When the repor "Do you wish t problems with select NO and register print press <enter>. accounting rec be returned to</enter>	t has been completed, a question is displayed asking o proceed with the update?". If there were any the printer or the the report seems not to be correct you will be returned to the void check menu. If the ed properly and all data is correct, select YES and This will post the void check data into the ords. When this process has been completed you will the void check menu.	
		~
	OK Cance	×

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1. Accounts Payable Voided Check Register (AP3410)

Report	Preview						1 of	1	
1				Keystone Cour	nty				
AP3410			ACCOU	NTS PAYABLE VOIDED	CHECK	REGISTER	14:44:13	29 NOV 2019	PAGE 1
vendor#	NAME		INVOICE#	GROSS	DISC	FREIGHT	NET	CHECK AMT	CHECK N
000174	Keystone Informati	on Systems	1258	10.00	0.00	0.00	10.00	9,992.27	101*2
			999999	5.00	0.00	0.00	5.00		
			MATT	23.00	0.00	0.00	23.00		
			MATT01	23.00	0.00	0.00	23.00		
			113	9.00	0.00	0.00	9.00		
			116	9.99	0.00	0.00	9.99		
			117	6.96	0.00	0.00	6.96		
			118	2.52	0.00	0.00	2.52		
			119	152.00	0.00	0.00	152.00		
			134879	20.00	0.00	0.00	20.00		
			174	80.00	0.00	0.00	80.00		
			18-08-23-A	8,948.25	0.00	447.42	9,595.57		
			18-08-23-B	8.79	0.00	0.44	9.23		
			1 1	1.00	0.00	0.00	1.00		
			2255	10.00	0.00	0.00	10.00		
			5544	5.00	0.00	0.00	5.00		
			8520	20.00	0.00	0.00	20.00		
			87553	10.00	0.00	0.00	10.00		
			TOT	9,344.51	0.00	447.86	9,992.27	0.00	
		TOTALS		9 244 51	0.00	447 96	6 662 27	9 992 27	

When the report has been completed, the program will ask "Do you wish to proceed with the update?". Select **Yes** to <u>proceed</u> with the posting. Select **No** to <u>return</u> to the voided check menu. The posting will update the information in the accounting records.

Confirm
Do you wish to proceed with the update?
Yes No

C. <u>Step Three: Issue a new check for payment (AP3324) or (AP9140)</u>

After the check is voided, the status of the invoice is automatically set to HC for Hold Cancelled. If you are not reissuing the check, you can cancel the invoice. To cancel the Invoice, go to: Invoice Entry \rightarrow A/P Invoice Change/Cancel (AP3324) \rightarrow Select the Vendor \rightarrow Look Up the invoice \rightarrow Select Cancel Invoice

Keystone Information Systems, Inc.

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