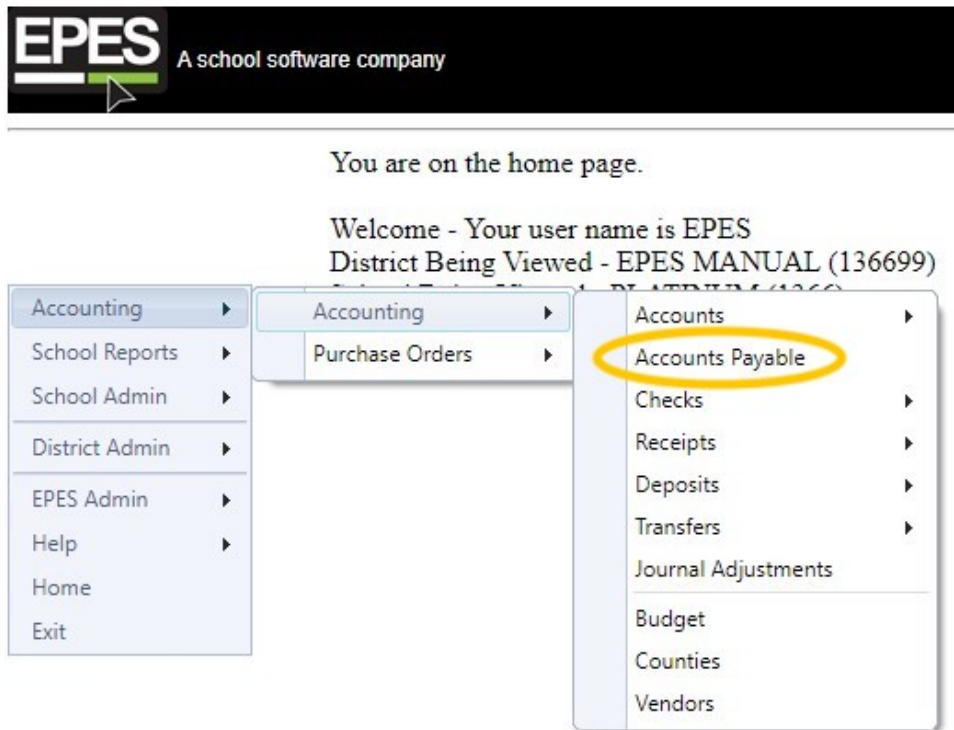


Payables - Checks to be Printed

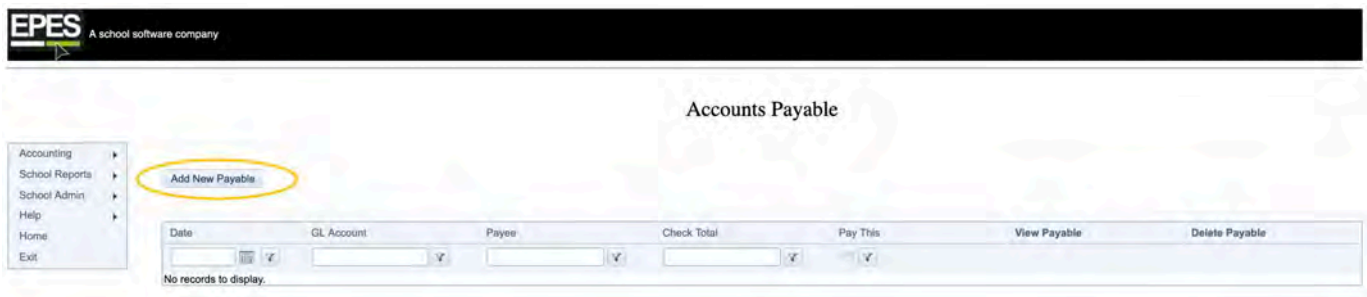
Add Payable



Navigate to: 'Accounting/ Accounting/ Accounts Payable'.



Click on "Add New Payable."



Enter the 'Vendor ID' of the vendor you are paying.

Accounts Payable

Create Accounts Payable

GL Account: 993 - FF Checking
C/A: \$130,032.42
Date: 05/30/2019
Pay This: ☒
Total Amount:
Vendor ID: BLANK - MISC VENDOR
Vendor 1099: ☐
Payee:

Details:

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

Adding a Vendor While Entering a Payable

Enter a Vendor Code in the 'Vendor ID' box.

Accounts Payable

Create Accounts Payable

GL Account: 993 - FF Checking
C/A: \$130,032.42
Date: 05/30/2019
Pay This: ☒
Total Amount:
Vendor ID: BLANK - MISC VENDOR
Vendor 1099: ☐
Payee:


Details:

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

If you would like to add a vendor, click on the **"Plus Sign"** immediately following the vendor ID box.

Accounts Payable

Create Accounts Payable

GL Account: 993 - FF Checking
C/A: \$130,032.42
Date: 05/30/2019
Pay This: ☒
Total Amount:
Vendor ID: BLANK - MISC VENDOR 
Vendor 1099:
Payee:

Details:
[Add](#)

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

The vendor box will pop up.

Vendor

Create Vendor

Vendor Code:
Vendor Name:
Address:
City:
State: Not Selected
ZipCode: -
Phone: () -
Fax: () -
Attention:
Tax ID: -
School Vend#:
Bid Category:
Memo:
InActive: ☐
County:

Add the vendor information and click **"Save."**

Vendor

Create Vendor

Vendor Code

Vendor Name

Address

City

State

ZipCode

Phone

Fax

Attention

Tax ID

School Vend#

Bid Category

Memo

InActive

County

Save Exit

Click on **"Add."**

Accounts Payable

Create Accounts Payable

GL Account

C/A

Date

Pay This:

Total Amount:

Vendor ID

Vendor 1099

Payee

Save Exit

Details:

Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

Uncheck this box if you do not want the check to print in the next check run. You will have to check it when you finally want to print. See Section G.

Enter the payable information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. Fill in the 'PO #' if there was a PO created for this payable. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, then the '1099' box must be checked. If you put the Tax ID in when you set up the vendor, then this box should automatically be checked.

The screenshot shows a web form titled "Create Accounts Payable Detail". The form contains the following fields and controls:

- Activity Account:** A dropdown menu with the text "Select Activity Account".
- Working Balance:** A text input field containing "\$0.00".
- Activity Sub Account:** A dropdown menu with the text "0 - No Sub-Account".
- Amount:** A text input field containing "\$0.00".
- PO:** A text input field.
- Invoice:** A text input field.
- Notes:** A large text area for notes.
- Tax Amount:** A text input field containing "\$0.00".

At the bottom of the form are three buttons: "Save", "Exit", and "Save and Add". Yellow circles are drawn around the "Activity Account", "Working Balance", "Activity Sub Account", "Amount", "PO", "Invoice", "Notes", and "Tax Amount" fields.

Repeat to add additional lines. There is a line limit of 14 lines per payable. **If your payable is more than 14 lines, it will automatically create a new payable with the same vendor, date, etc.**

Edit Payables



Navigate to: '**Accounting/ Accounting/ Accounts Payable**'.

Find the payable in the list and click on the logo beneath **"View Payable."**

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
07/27/2017	950	SUN N SAND	\$123.58	True		
11/02/2017	950	EDUCATIONAL THEATRE ASSOC	\$10.00	True		
05/01/2019	950	HIGH SIERRA AWARDS	\$12.36	True		
05/01/2019	950	FAIRWAY TENNIS	\$52.02	False		
05/06/2019	950	BISHOP HIGH SCHOOL -FFA	\$7.00	True		

Click on **"Edit"** and make the changes needed. If you decide not to edit the payable, you can click on **"Exit."** Otherwise, click on **"Save"**. Now click on **"Exit."**

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount
319	\$384.92	0	\$123.58			check unaccounted for	\$0.00

Delete Payable




Navigate to: **'Accounting/ Accounting/ Accounts Payable'**.

Find the payable in the list and click on the red button beneath **"Delete Payable."**

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
07/27/2017	950	SUN N SAND	\$123.58	True		
11/02/2017	950	EDUCATIONAL THEATRE ASSOC	\$10.00	True		
05/01/2019	950	HIGH SIERRA AWARDS	\$12.36	True		
05/01/2019	950	FAIRWAY TENNIS	\$52.02	False		
05/06/2019	950	BISHOP HIGH SCHOOL -FFA	\$7.00	True		

A box will pop up to verify that you really want to delete this record. Click **"Yes"** to delete. Click **"No"** if you do not want to delete the record.

Question

 Are you sure you want to delete this Accounts Payable?

Void Payable

*****Accounts Payable cannot be voided.**

After a payable has been printed, and you need to void the check, go to Void Disbursement in the Manual Checks section of this manual (Section F).

Printing Checks

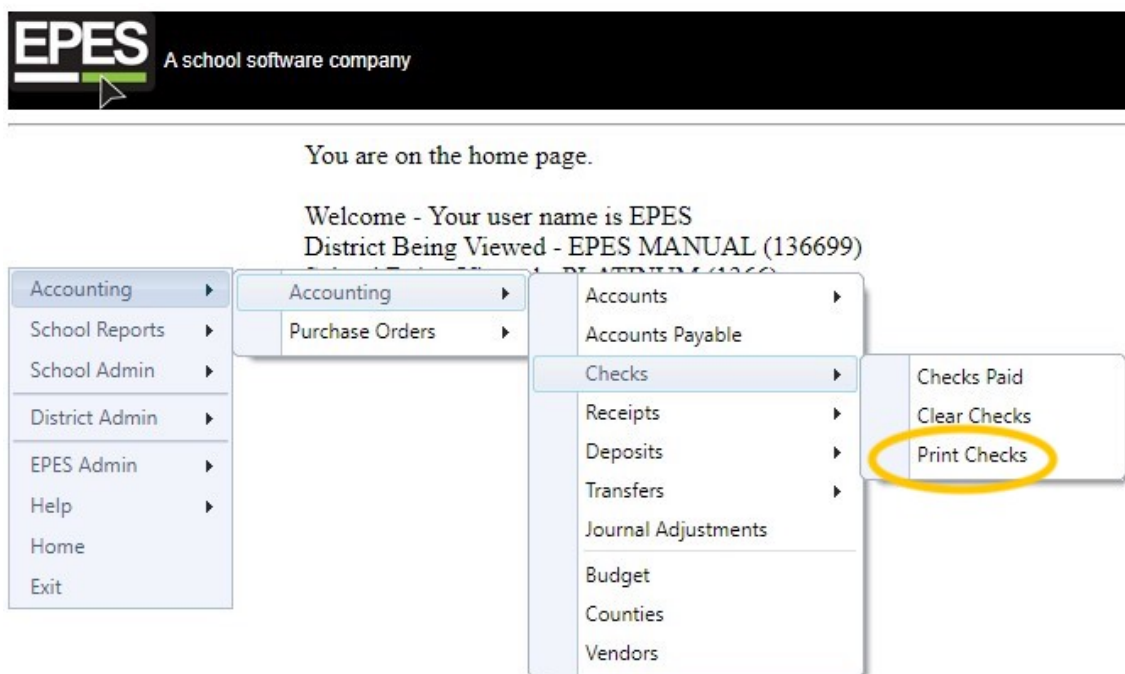
EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

This section takes the information that has been input into the Accounts Payable section and prints checks.

Preview Checks



Navigate to: '**Accounting/ Accounting/ Checks/ Print Checks**'.



This screen will appear. Always choose to preview the checks before printing.

EPES A school software company

Print Checks Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

Preview
Print & Post
Exit

This option prints all Payables

Print with Payable Dates Through:

Checking Account:

Next Check #:

Date to Print on Checks:

6/4/2019

950 - USB Student Stor ▼

654326

6/4/2019

☐ Print check Numbers on checks
☐ Combine Checks for Same Vendor
☐ Post Checks WITHOUT Printing

6/4/2019

\$12.36

TWELVE AND 36/100 *****

Pay to: HIGH SIERRA AWARDS
PO BOX 272
BISHOP, CA, 935160000

Check# 654326

Account

Baseball

HAMPTON HIGH

Acct# 240 Sub Acct# 0

Amount \$12.36

Invoice \$12.36

Date: 06/04/2019

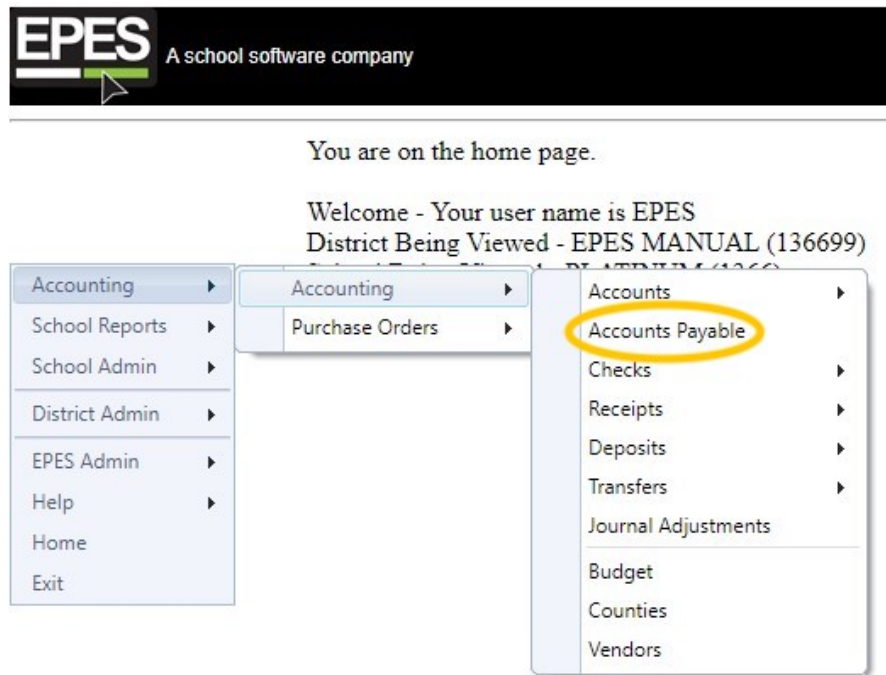
PO#

A preview of all the checks that are going to print will come up on the screen. You should look through the report to make sure that everything looks right. There will be a page for every check. If everything is correct, then proceed to printing the checks. Do not print checks from this page as preview only will print on check.

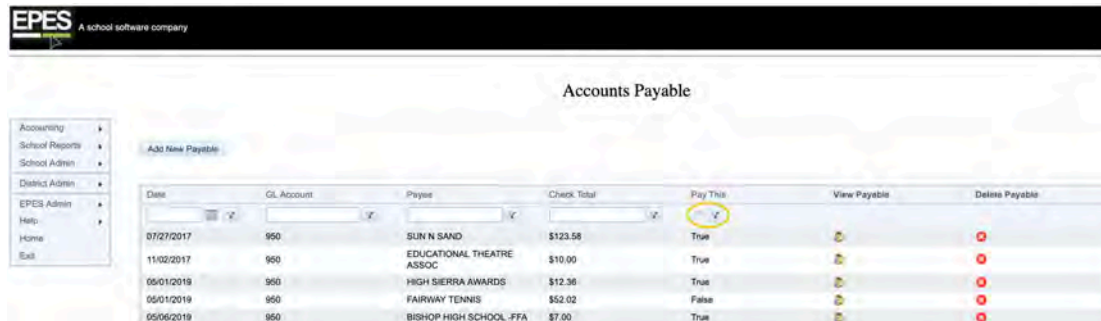
To change your printing preferences for checks, click on **"Utilities"** then click on **"Preferences,"** then click on **"Checks."** After making your changes click **"Save"** and **"Close."**

Holding Checks from Payment

Navigate to: 'Accounting/ Accounting/ Accounts Payable



There are two ways to hold a check from printing. All payables with the 'Pay This' box checked and a payable date equal to or before the current date, will print the check run. If you want to enter a payable in advance, but do not want the check to print, you can deselect this box or specify a future date for the check.



If you have already entered the Payable you need to go back to the Payable and edit it.

Find the payable that you want to edit and select the logo beneath the words 'View Payable.'

EPES A school software company

Accounts Payable

[Add New Payable](#)

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
07/27/2017	950	SUN N SAND	\$123.58	True		
11/02/2017	950	EDUCATIONAL THEATRE ASSOC	\$10.00	True		
05/01/2019	950	HIGH SIERRA AWARDS	\$12.36	True		
05/01/2019	950	FAIRWAY TENNIS	\$52.02	False		
05/06/2019	950	BISHOP HIGH SCHOOL - FFA	\$7.00	True		

Uncheck the 'Pay This' box if you do not want the check to print. You will have to check the box again when you do want it to pay. Click on **"Save."** Then, click on **"Exit."**

View Accounts Payable

GL Account: 950 - USB Student Store

C/A: \$22,993.98

Date: 07/27/2017

Pay This: ☒

Total Amount: \$123.58

Vendor ID: 00007 - SUN N SAND

Vendor 1099: ☒

Payee: SUN N SAND

[Edit](#) [Exit](#)

Details:

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount
319	\$384.92	0	\$123.58			check unaccounted for	\$0.00

Another way to enter a check, and not have it print, is to post date it. You are able to have a payable in the system with a future date. If the 'print checks with payable dates through' does not include the date of the payable, it will not print.

Print Checks Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

Preview

Print & Post

Exit

This option prints all Payables

Print with Payable Dates Through:

6/4/2019

Checking Account:

950 - USB Student Stor ▼

Next Check #:

654326

Date to Print on Checks:

6/4/2019

☐ Print check Numbers on checks

☐ Combine Checks for Same Vendor

☐ Post Checks WITHOUT Printing

Print Checks

In order to print you must first put your pre-numbered check stock in your printer.



Navigate to: **'Reports/ Accounting/ Print Checks'**.

This box will appear. Enter the 'Next Check #' which should be the number of the first check you are about to print. Enter the date to print on the checks. If you want payables to the same vendor to print on one check, you must check the appropriate box. Please, keep in mind, that if you used the 'Blank; vendor, you cannot combine the checks.

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Print Checks Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

Preview **Print & Post** Exit

This option prints all Payables

Print with Payable Dates Through: 6/4/2019

Checking Account: 950 - USB Student Stor ▼

Next Check #: 654326

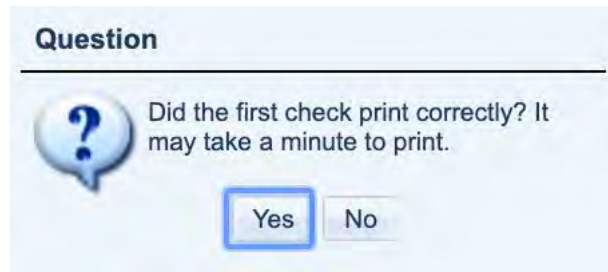
Date to Print on Checks: 6/4/2019

☐ Print check Numbers on checks

☐ Combine Checks for Same Vendor

☐ Post Checks WITHOUT Printing

The system will print only the first check, and then ask you if it printed properly. If you had a problem with the check printing, please click on **<No>**, and then see the box below. Otherwise, click on **<Yes>**.



Now, it will print the rest of the checks and then it will ask if all the checks printed properly. If you had a problem with any checks printing, please click on **<No>** and then see the box below. Otherwise, click on **<Yes>**.

If a Check Does Not Print Properly

If you answer 'No' the system proceeds as if the check(s) never printed. The payable will not be moved over to 'Checks Paid'. If a check does not print properly, you will have to account for the check number(s) that were ruined. In order to do this, you will have to enter the check(s) as a manual disbursement with a \$0 amount under 'Checks Paid'. In the 'Date Canceled' field enter the same date that you used for the check. See Section F for more details on how to enter a manual disbursement or Section L for more information on how to cancel checks. The disbursement should look something like this: