How to Process Accounts Payable Checks Starting with Version 2017.1

Answer:

Beginning with version 2017.1 of the MIP Fund Accounting software, Accounts Payable check processing will change.

The process will still involve two programs:

Select Invoices to Pay
Pay Selected Invoices

However, the Session ID for the check batch will now be created in the Select Invoices to Pay program as a session screen will appear when launching, as seen here:

![Session ID Screen]

After entering a Session ID and description (if desired), click the Start button at the bottom of the screen and you will then be taken to the outstanding items list. Here you can select your invoices/credits to pay,
but the screen will now update a new column in the program (“Pending Check/Credit Session”) with the Session ID you have entered, as seen here:

The functionality in this program remains the same for all other aspects. You can enter Discount and Partial Payment information as before. Once you have selected all items for payment, click OK and the program will save and close. Should you need to go back and modify your selections (either by adding more items or modifying/deselecting those items selected) you would simply go back into the Select Invoices to Pay program and select your Session ID and click Start, bringing up the outstanding item list again.

Next, go to the Pay Selected Invoices program. Here, the session screen will come up, but the session ID you entered in the Select Invoices to Pay screen will already be available in the dropdown:
In this session screen, you can modify the Status, Description and session Date (this will retroactively change the information in the Select Invoices to Pay session screen) and set Check Date and Print Order and Override options as before. If you were to click the Delete button on this screen, you would delete the session from both programs and the items selected for payment will be automatically deselected. If you wish to print checks, simply click Start and open the Load Checks and/or Vouchers screen:
Here you can reassign the printer or modify your printer settings through the Print Setup option, test your check alignment with the Print Alignment option, verify or change your starting Check/Voucher number, verify/change your check Format and verify the Cash Account being assigned before printing. Click OK and you will receive a message explaining how many checks/vouchers will be processed and how many pieces of stock/paper will be required. Click OK and checks will print to the printer/file target assigned in the Send To field on the Load Checks and/or Load Vouchers screen. You will receive a message asking “Did all checks (or vouchers) print correctly?” Click Yes to finalize the check run if there were no issues and you will then be able to post the session in the Post Transactions program.

If items did not print correctly, click No and the system will open the Select Checks/Vouchers to Reprint or Delete screen where you can select the items you want to reprint or delete (They are listed by the check/voucher numbers that would have been assigned to them when printed.) You can select all or specific items for reprinting or deleting (anything not selected will be finalized to the check batch for posting.) If you delete items, you can spoil the checks/voucher numbers assigned to those by clicking Yes on the subsequent screen that comes up:
If you delete items from this screen, the items selected for payment will be deselected and you will have to select them for payment again.

Required Tags:

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