

**Overview & Objective** – The purpose of this I M & U is to demonstrate the A/P Batch Check Entry process. The Batch Check Entry screen is used to record hand written checks (after-the-fact check entry).

**Initial Navigation** – To navigate to the A/P Batch Check Entry Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Accounts Payable Module
3. Once in the A/P Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Batch Check Entry”
  - Select the correct bank account by choosing from the “Select Bank”
  - Mark the Check-Box “Auto-Increment Check Number”
  - Mark the Check-Box “Auto-Insert Decimal”
  - Mark the Check-Box “Autopopulate From Last Transaction” (if the check are similar)
  - Other setting are optional

**Check Entry** – The title, “Batch Check Entry” should appear in the upper left hand corner, entry as follows:

- **Vendor Name** – Select the appropriate Vendor. Note: Vendors should be setup prior to initiating entry.
  - **Check Date** – Input the date that the check was issued OR in instances where procedures call for “To Bank Statement Reconciliation” use the date the check was cleared by the bank.
  - **Check Number** – Input the check number of the check issued
  - **Bill Number** – Enter the matching Bill Number OR the date of the bill (E.G. “Bill 01/27/2005”)
  - **Amount** – Enter the amount of the check issued
  - **Description** – Enter a description that is appropriate for the check. This is not optional!
  - **G/L Account** – The corresponding GL account number should appear itself
  - **Amount** – Enter the amount of the check issued
  - **1099** – Mark the 1099 box if the payment was a 1099 type
  - **Department(s)** – Select Department(s) associated with the check
  - **Memo** – Use the same description as appears in the “Description” field (see above)
- ⇒ When all the check information is entered click “**Enter**” (lower right hand corner)
- ⇒ When all checks are entered click “**Post**” (upper right hand corner)

**Wire Transfer Entry** – The title “Batch Check Entry” should appear in the upper left hand corner, entry as follows:

...Entry for **Wire Transfers** should follow the same procedures as outlined above EXCEPT:

- **Check Date** – Use the date that the wire was issued OR in instances where procedures call for “To Bank Statement Reconciliation” use the date the wire was issued by the bank.
  - **Check Number** – Enter the **wire transfer** confirmation number (available from bank confirmation).
  - **Bill Number** – Enter “Wire Xfer” followed by date of the wire (E.G. “Wire Xfer 01/27/2005”)
- ⇒ When all the wire information is entered click on “**Enter**” (lower right hand corner)
- ⇒ When all wires are entered click “**Post**” (upper right hand corner)

**Further Instruction & Use** – For further information regarding Batch Check Entry contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.