

RDS ADVANTAGE FAST CHECK TUTORIAL

Complementing the original RDS Advantage check payment process is the abbreviated payment entry program, Fast Check. This easily mastered, no frills approach enables even the most inexperienced user to pay bills quickly with little guidance. Use AP441 Accounts Payable Fast Check Enter Invoices program to enter the invoices, AP442 Fast Checks Edit Report to review entries before posting and AP443 Print Fast Checks & Post to G/L to print the checks and post the entries.

Advantages:

- ❖ Streamlined entry with fewer input requirements, yet all details are included in Accounts Payable history and Form 1099 reports.
- ❖ Expenses are not recorded until the check is written and posted.
- ❖ No need to select invoices for payment because checks are written and posted directly from the entry. Only one posting is required.
- ❖ No knowledge of Transaction Codes is required.
- ❖ The Expense and the payment of the expense will always be in the same entry so there is never an opportunity for Fast Check entries to cause the Accounts Payable account to be out of balance.

Limitations:

- ❖ The Fast Check system does not support Direct Deposit payments.
- ❖ Allocations to General Ledger account numbers are limited to 15 accounts. If more than 15 account numbers are needed for a payment, a separate check will be written.
- ❖ A separate batch is needed to record payments from different Banks.
- ❖ Only two comment lines are available per check instead of a comment line for each General Ledger account.
- ❖ All checks in a batch must be paid at the same time. If you don't want to pay a particular invoice, delete it from the batch.

Select the bank for payments. The account for that bank will be displayed. Click on the [Lookup button](#) to view the available banks. You must choose a bank that is assigned to an Accounts Payable location in AP110, Location Maintenance. The system will display the Cash General Ledger account used at this bank.

The voucher number is automatically assigned and displayed.

Select the Vendor that is to be paid. When the vendor number is entered, the vendor name is displayed.

Note: In the Accounts Payable Options, AP199, you can choose to have the system prompt you for Vendor Number or for Vendor Name during data entry.

To see a list of previously entered vendors in numeric order, place the cursor in the vendor number field and click on the [Lookup](#) icon. Press the PAGE DOWN key to scroll one page at a time forward, or press PAGE UP to scroll one page at a time backward. Use the UP ARROW or DOWN ARROW keys to highlight the vendor desired with the cursor and press ENTER to select the vendor. You may also enter part of a vendor number in the vendor number field before clicking on the [Lookup](#) icon to see vendors beginning with the number entered.

Note: When making entries if a vendor has not been entered, you can click on the 'Add Vendor' icon on the top toolbar to enter the vendor without leaving the entry screen.

If the Vendor Number is left blank, down arrow to the name field and enter the vendor name. Up to thirty characters and spaces may be used for the name. Enter the name as it is written in Vendor Maintenance. For example, if the name is "The World-Wide Web," enter "The World-Wide Web."

To see a list of previously entered vendors in alphabetic order, place the cursor in the vendor name field and click on the [Lookup](#) icon. Press the PAGE DOWN key to scroll one page at a time forward, or press PAGE UP to scroll one page at a time backward. Use the UP ARROW or DOWN ARROW keys to highlight the vendor desired with the cursor and press ENTER to select the vendor. You may also enter all or part of a vendor name in the vendor name

field before clicking on the Lookup icon to see all vendors beginning with the entered vendor name.

Two lines of text comment can be entered. These comments will be printed on the check stub as entered.

Enter the Invoice number.

Enter the Invoice transaction date and due date or press Enter through these fields to insert the current dates.

Enter the General Ledger account number and amount for each item. As these entries are made the system will display the total check amount and the Batch Total amount.

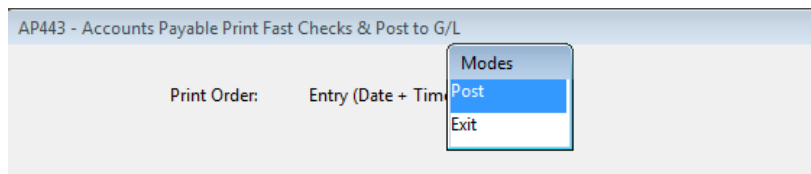
When you complete G/L numbers and amounts for up to fifteen entries, click OK. The system will display the batch and bank selections so more entries can be made for the same bank. If you wish to write checks on a different bank or for a different Accounting Period, you must begin a new batch.

Click the EXIT button when entries are complete. The system asks, "Would you like to Write Fast Checks now?" If you answer 'No,' the system will return to the Accounts Payable screen; all the entries will be retained so you can proceed later. At this point, you might want to print an Edit Report for review by choosing "Edit Report" from the menu screen.

The screenshot shows a dialog box titled "AP442 - Accounts Payable Fast Checks Edit Report". It contains the following fields and options:

- Print Order:** Radio buttons for Alphabetic, Voucher, Entry (Date + Time), and Numeric.
- Beginning Batch:** A text box containing "1" and a lookup icon.
- Ending Batch:** A text box containing "999" and a lookup icon.
- Bank ID:** A text box containing "1BANKGL10" and a lookup icon.
- OPERATING CHECKING** (text label)
- Cash G/L:** 0100-010-000
- OK** button at the bottom left.

If you are ready to print checks, answer 'Yes,' and the system will display "Print Fast Check & Post to G/L," AP443. Choose the Post mode to continue or Exit to return to the Accounts Payable menu screen.



After choosing the "Post" mode, choose to print in order of Alphabetic vendors, Entry (Date + Time), or in Numeric.

AP443 - Accounts Payable Print Fast Checks & Post to G/L

Post

Print Order: Alphabetic
 Entry (Date + Time)
 Numeric

Beginning Batch: ...
Ending Batch: ...

Bank ID: ... OPERATING CHECKING
Cash G/L: 0100-010-000

Beginning Check Number:

Check Date:

Number of Check Lineups:

G/L Interface Report: Summary
 Detail

Check Form Identification
Specified in A/P Options (AP199)
Form Type: 6
Form Number: 6 A/P Laser Check

OK

The system defaults to a beginning and ending batch number, or enter specific beginning and ending batches.

The bank is identified.
Tutorial-Fast Checks 8-22-2016

The beginning check number is shown. Enter a different beginning check number if desired.

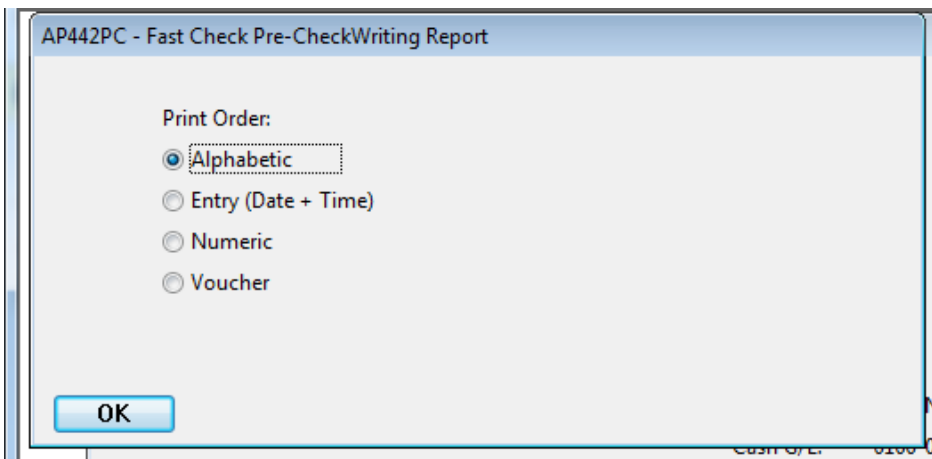
Enter the check date. Because this is the date used in Bank Reconciliation, it is best to date the check in the same month as used for the accounting period earlier so it will match the General Ledger information.

If using a tractor feed printer, enter the number of check lineups. Choose to print the G/L Interface Report in Summary or Detail.

Click 'OK' to print.

The system asks, "Print a fast check pre-check writing report?" Click "Yes" to proceed. The Fast Check Pre-Check Writing Report window, AP442PC, is displayed.

Choose print order Alphabetic, Entry (Date + Time), Numeric, or by Voucher Number.

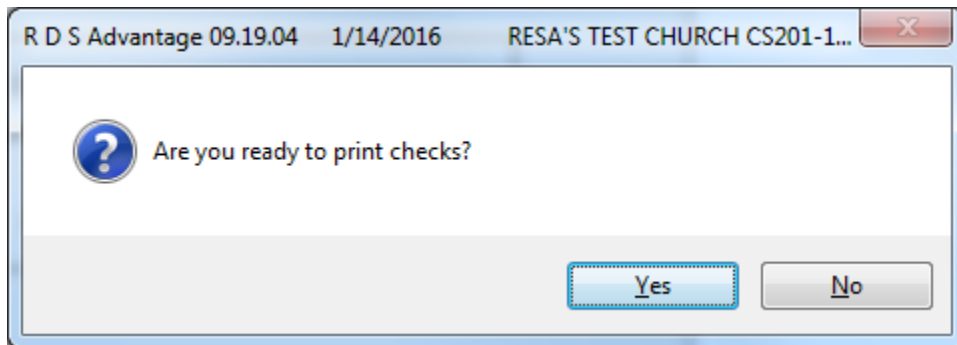


Click 'OK' and choose the printer. Click the printer icon at the top of the displayed report to print the report, or push the Escape button on your keyboard to leave this screen without printing.

17-FEB-16 14:05:08 Accounts Payable Fast Check Pre-Check Writing Report for Bank 1BANKGL10

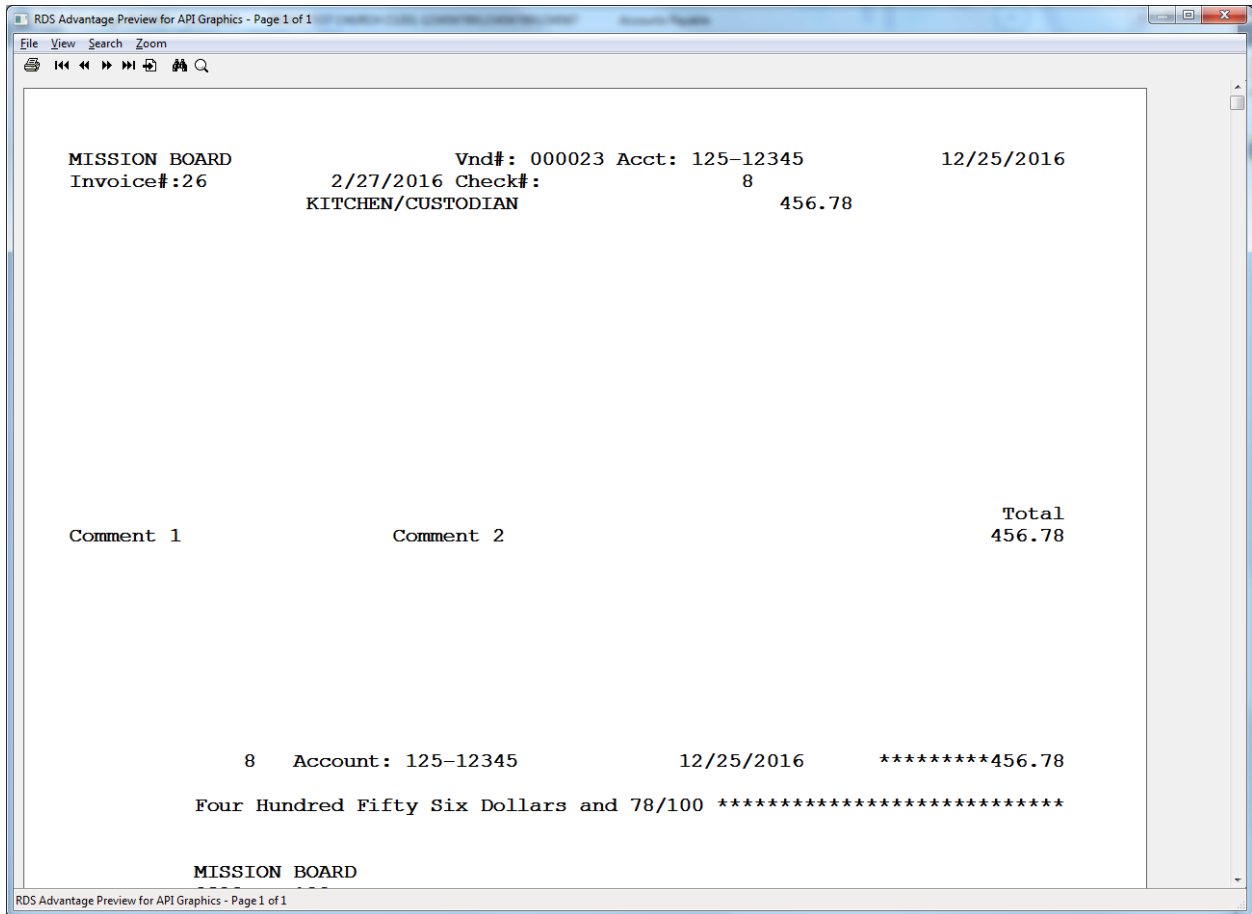
BAT	VENDOR	VOUCHER	INVOICE	DUE	CHECK	CHECK	INVOICE
NUM	NUMBER	NUMBER	NUMBER	DATE	DATE	DATE ACCT PER	AMOUNT
123	23 MISSION BOARD	0217001 26		2/27/16	2/28/16	12/25/16 12/25/16	456.78
Batch total:							456.78
Grand total:							456.78

You will now be asked if you are ready to print checks. Answer Yes or No.



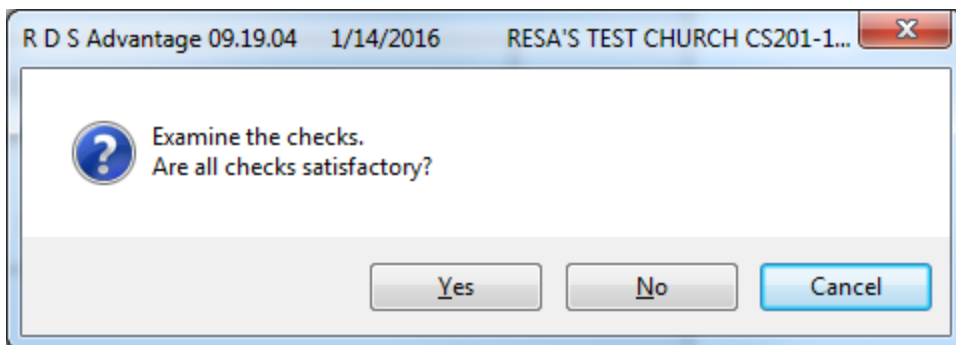
You are prompted to load the number of checks required in the batch. Load the checks and click OK. Choose the printer.

The checks to be printed will display.



Click the printer icon to print the checks or click the Escape button on your keyboard to skip printing the checks if desired. You will be prompted to place plain paper on the printer.

After the checks print you are asked, "Examine the checks. Are all checks satisfactory?"



Enter "Yes" if OK; "No" if not.

If "Yes," choose to print address labels, postcards, or envelopes for the checks, or none. Click OK.

Select a printer to print an 'Accounts Payable Check Register' report.

AP443 V09.19.04 RRP
17-FEB-16 14:13:36

RESA'S TEST CHURCH CS201-1234567891234567891234567
Accounts Payable Fast Check Register Report for Bank 1BANKGL10

Page: 1

NUMBER	CHECK	DATE	NUMBER	GENERAL LEDGER	DESCRIPTION	GROSS	PAYEE/ADDRESS	COMMENTS
BATCH: 123		12/25/16	0100-690-000	KITCHEN/CUSTODIAN		456.78	23 MISSION BOARD 9328 NW 122ND OKLABOMA CITY, OK 73122-	Comment 1 Comment 2
						456.78		
***** BATCH 123 TOTAL *****						456.78		
***** GRAND TOTAL BANK 1BANKGL10 *****						456.78		

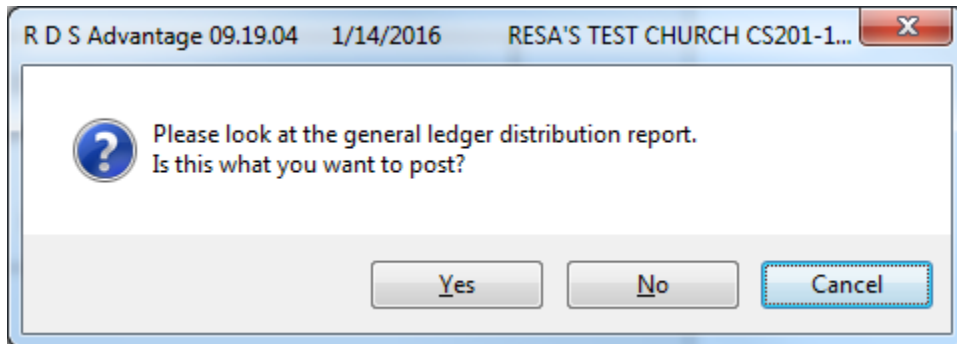
Now choose the printer for the General Ledger Distribution Report.

17-FEB-16 14:14:39

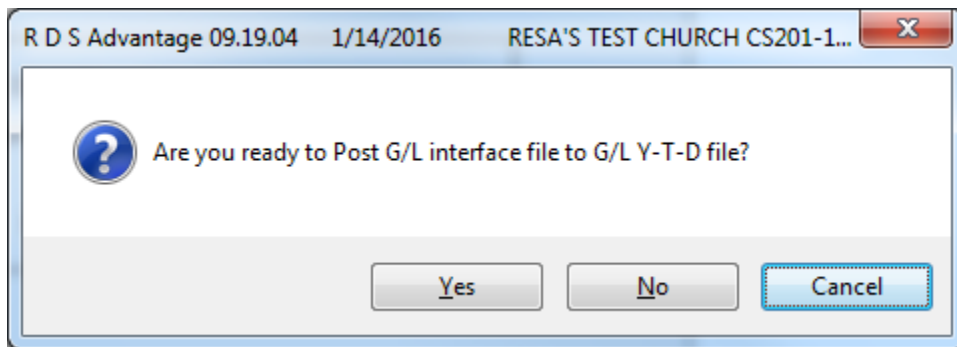
General Ledger Distribution Report

Tr Date	Acct Per	Ref 1	Ref 2	Debits	Credits
12/25/16	12/25/16	0217001	00000008		456.78-
** Totals for 0100-010-000				0.00	456.78-
12/25/16	12/25/16	0217001	00000008	456.78	
** Totals for 0100-690-000				456.78	0.00
** Totals for batch 123				456.78	456.78-
** Totals for all batches				456.78	456.78-

You will be asked to look at the General Ledger Distribution Report. After reviewing this report, answer "Yes" to post or "No" to abort the posting. Answering Yes will post this information to the Accounts Payable and Bank Reconciliation systems.



You will now be asked if you are ready to post the G/L interface file to the G/L Y-T-D file. Answer Yes or No.



If you are ready to post to the General Ledger, GL143 Post Interface File to Y-T-D File screen will appear. Choose the Accounting Period and Batch number range of the batches you wish to post. Click OK and choose the printer you wish to use.

GL143 - General Ledger Post Interface File to Y-T-D File

System: A/P

Acct Period

Beginning: 12/01/2016

Ending: 12/31/2016

Batch: 1

Report Type: Summary Detail

Order By: G/L Account Number Accounting Period

OK

The GL143 Year-To-Date Distribution Report will appear for the period specified. Review this report to determine if you wish to proceed with posting. Click the printer icon to print the report or the Escape button to leave the screen without printing.

17-FEB-16 14:21:20 General Ledger Year-to-date Distribution Report Period 12/01/2016 to 12/31/2016

REC	SYS	TRN	TRANS DATE	ACCT PERIOD	DESCRIPTION	REF-1	REF-2	DEBITS	CREDITS
0100-010-000			CHECKING-GENERAL (Spaces)						
D	A/P	2	12/25/2016	12/25/2016	MISSION BOARD-Comment 1	0217001	00000008		456.78-
**	Totals for 0100-010-000				CHECKING-GENERAL (Spaces)	**		0.00	456.78-
0100-690-000			KITCHEN/CUSTODIAN STAFF						
D	A/P	2	12/25/2016	12/25/2016	MISSION BOARD-Comment 1	0217001	00000008	456.78	
**	Totals for 0100-690-000				KITCHEN/CUSTODIAN STAFF	**		456.78	0.00
**	Totals for batch 123			**				456.78	456.78-
**	Totals for all batch			**				456.78	456.78-
* * * S U M M A R Y * * *									
**	Totals for 0100-010-000				CHECKING-GENERAL (Spaces)	**		0.00	456.78-
**	Totals for 0100-690-000				KITCHEN/CUSTODIAN STAFF	**		456.78	0.00
**	Totals for batch 123			**				456.78	456.78-
**	Totals for all batch			**				456.78	456.78-

You are now asked if you intend to post. This posting will post the information to the General Ledger. Choose Yes or No.

If you choose Yes, the posting is now complete. If you choose No, the information will be retained in the General Ledger Interface File GL142 for later posting, clearing or modifying.