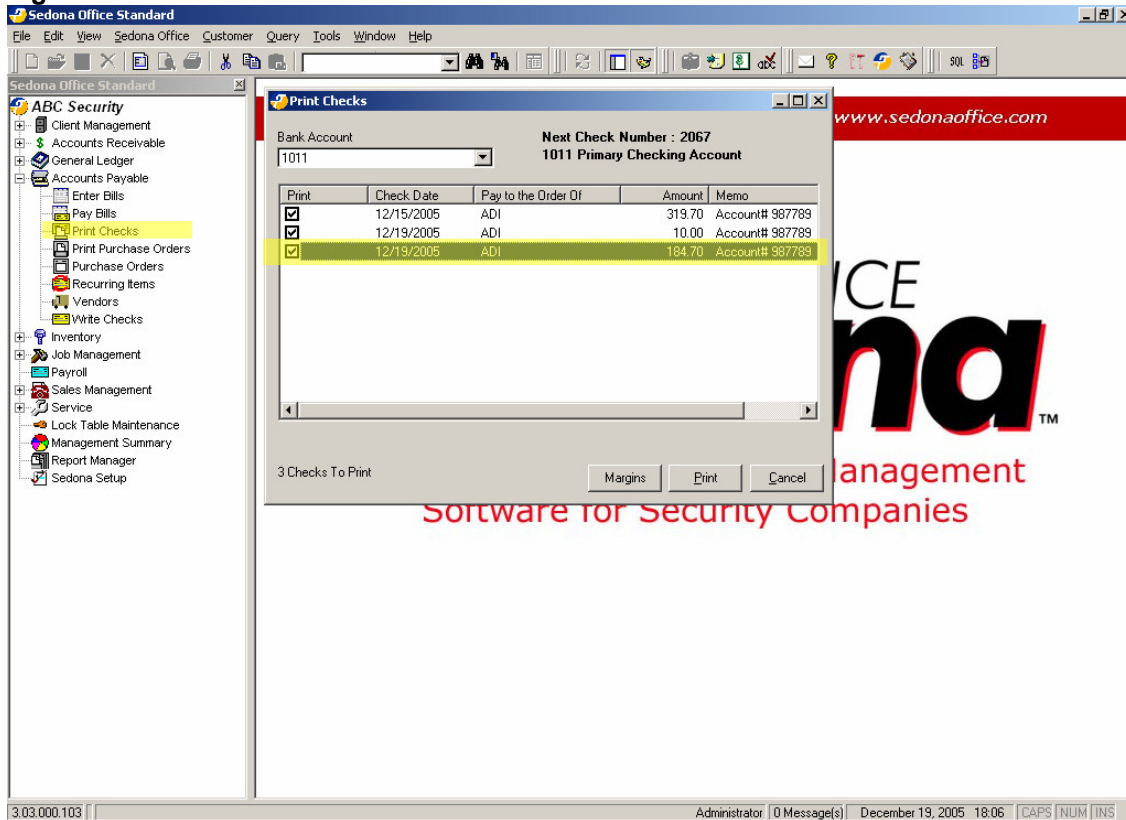


These instructions are provided to handle situations where you have selected certain Accounts Payable bills for payment and wish to remove one or more bills from the pending check to be printed. **Bills can only be removed if the check has not been printed.**

The Process

1. Navigate to the Accounts Payable module menu and select the Print Checks menu option.
2. Locate the check which contains the bill(s) you wish to remove from the payment.

Figure 1. 1



3. Double-click on the check to view the details of which bills are marked for payment.

Figure 1. 2

The screenshot shows the 'Write Checks' window with the following details:

- Pay From Bank Account:** 1011 (1011 Primary Checking Account)
- Vendor:** ADI (Branch: CARIV)
- Check #:** In Queue
- DATE:** 12/19/2005
- PAY TO THE ORDER OF:** ADI
- Amount:** \$184.70
- Text:** One Hundred Eighty-Four Dollars and Seventy Cents.....
- ADDRESS LABEL:** ADI, 1769 NW 79th Avenue, Miami, Florida 33136
- MEMO:** Account# 987789
- Applied Total:** 184.70
- Balance:** 0.00

Bills List Summary: Bills \$184.70 | Parts \$0.00 | Expense \$0.00

Bills List						
Due Date	Discount	Vendor	Ref Num	Bill Amt	Amt Due	Paid
12/19/2005	12/19/2005	ADI		153.85	153.85	153.85
12/2/2005	11/2/2005	ADI	998877	10.00	10.00	10.00
1/18/2006	12/19/2005	ADI	PL 887766	20.85	20.85	20.85
*						

Buttons: Voided Check, OK, Print, Cancel

- In the example displayed on the prior page, we will remove the bill number 998877 for \$10.00. The total amount of this check is for \$184.70. To remove this bill, type 0.00 in the paid column of the Bills area for bill number 998877.

Figure 1.3

The screenshot shows the 'Write Checks' window with the following details:

- Pay From Bank Account:** 1011 (1011 Primary Checking Account)
- Vendor:** ADI (Branch: CARIV)
- Check #:** In Queue
- DATE:** 12/19/2005
- PAY TO THE ORDER OF:** ADI
- Amount:** \$184.70
- Text:** One Hundred Eighty-Four Dollars and Seventy Cents
- ADDRESS LABEL:** ADI, 1769 NW 79th Avenue, Miami, Florida 33136
- MEMO:** Account# 987789
- Applied Total:** 174.70
- Balance:** 10.00
- Bills Summary:** Bills \$174.70, Parts \$0.00, Expense \$0.00
- Bills List Table:**

Due Date	Discount	Vendor	Ref Num	Bill Amt	Amt Due	Paid
12/19/2005	12/19/2005	ADI		153.85	153.85	153.85
12/2/2005	11/2/2005	ADI	998877	10.00	10.00	0.00
1/18/2006	12/19/2005	ADI	PL 887766	20.85	20.85	20.85

- You will then need to change the amount of the check to reflect the new total.

Figure 1. 4

The screenshot shows the 'Write Checks' window. At the top, 'Pay From Bank Account' is set to '1011' (1011 Primary Checking Account). The 'Vendor' is 'ADI' and the 'Branch' is 'CARIV'. The check is dated '12/19/2005' and is for 'ABC Security'. The amount is highlighted as '\$174.70'. The 'Applied Total' is 174.70 and the 'Balance' is 0.00. Below the check form is a 'Bills List' table with the following data:

Due Date	Discount	Vendor	Ref Num	Bill Amt	Amt Due	Paid
12/19/2005	12/19/2005	ADI		153.85	153.85	153.85
12/2/2005	11/2/2005	ADI	998877	10.00	10.00	0.00
1/18/2006	12/19/2005	ADI	PL 887766	20.85	20.85	20.85

At the bottom of the window, there is a 'Voided Check' checkbox and 'OK', 'Print', and 'Cancel' buttons.

- Once these changes have been made, press the OK button located at the bottom of the Write Checks form to save your changes. The bill that was removed from the check will now be available from the Pay Bills form to mark in a future payment.

If you have any questions regarding the content of this document, please contact us by emailing your questions or comments to support@sedonaoffice.com.