

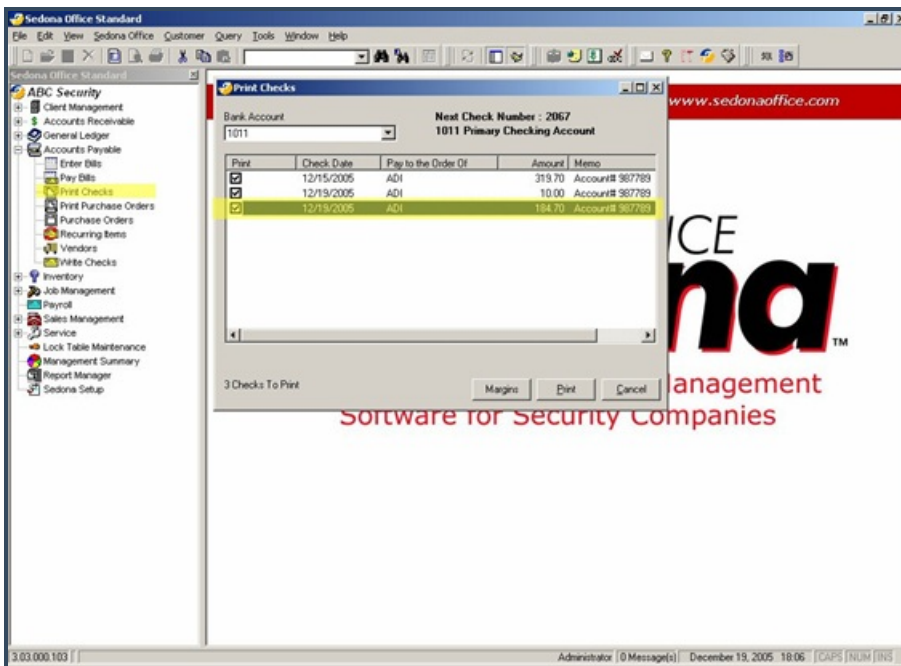
Remove a Bill

Last Modified on 01/17/2024 10:43 am EST

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.



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

Write Checks

Pay From Bank Account: 1011 1011 Primary Checking Account

Vendor: ADI Branch: CARIV

ABC Security DATE: 12/19/2005 CHECK # [In Queue] In Print Queue

PAY TO THE ORDER OF: ADI \$184.70

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: \$184.70 | Parts \$0.00 | Expense \$0.00

| 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 |

Voided Check

OK Print Cancel

4. 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.

Write Checks

Pay From Bank Account: 1011 1011 Primary Checking Account

Vendor: ADI Branch: CARIV

ABC Security DATE: 12/19/2005 CHECK # [In Queue] In Print Queue

PAY TO THE ORDER OF: ADI \$184.70

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: \$174.70 | Parts \$0.00 | Expense \$0.00

| 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 |

Voided Check

OK Print Cancel

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

Write Checks

Pay From Bank Account: 1011 1011 Primary Checking Account

Other: Vendor: ADI Branch: CARIV

Customer:

ABC Security DATE: 12/19/2005 CHECK # In Queue In Print Queue

PAY TO THE ORDER OF: ADI \$174.70

One Hundred Seventy-Four Dollars and Seventy Cents

ADDRESS LABEL: ADI 1769 NW 79th Avenue Miami, Florida 33136

MEMO: Account# 987789

Applied Total: 174.70
Balance: 0.00

Bills: \$174.70 | 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 | 0.00 |
| 1/18/2006 | 12/19/2005 | ADI | PL 887766 | 20.85 | 20.85 | 20.85 |

Voided Check

OK Print Cancel

- 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.