

## *AP Check processing in Traverse Ver. 11*

- Reports to review your Open Payables
  - Open Invoice Report
  - AP Aging Report
  - Hold/Release Invoices
- Prepare Payments
  - Invoices are selected by DUE DATES – calculated by Terms from Invoice date
    - Go through each step of the Prepare Criteria
    - Make sure you pull any discounts due
  - Prepaid/Checks to Print – what is the difference
  - Review Edit Register – check totals page
  - Select Payables
    - Drop transactions from selected invoices / cannot add to batch
- Print Checks
  - Forms Printers must be set up in Business rules by user
  - If mis-feed – you can pick up to reprint from that point to end again...
- Post Payments
  - Show reprint Activity Report option