Check Run

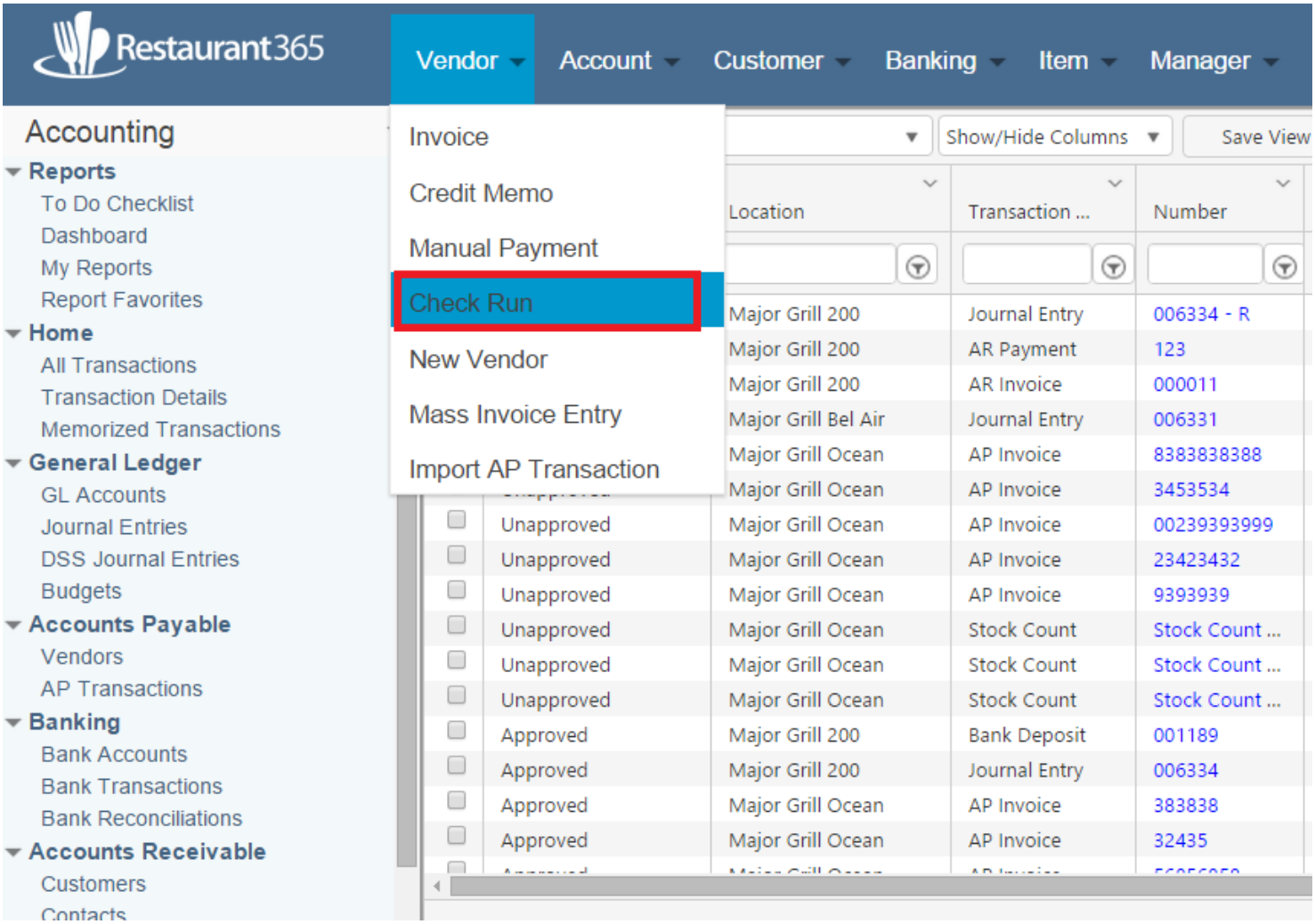
restaurant365training.com /check-run/

Restaurant365 June 12, 2015

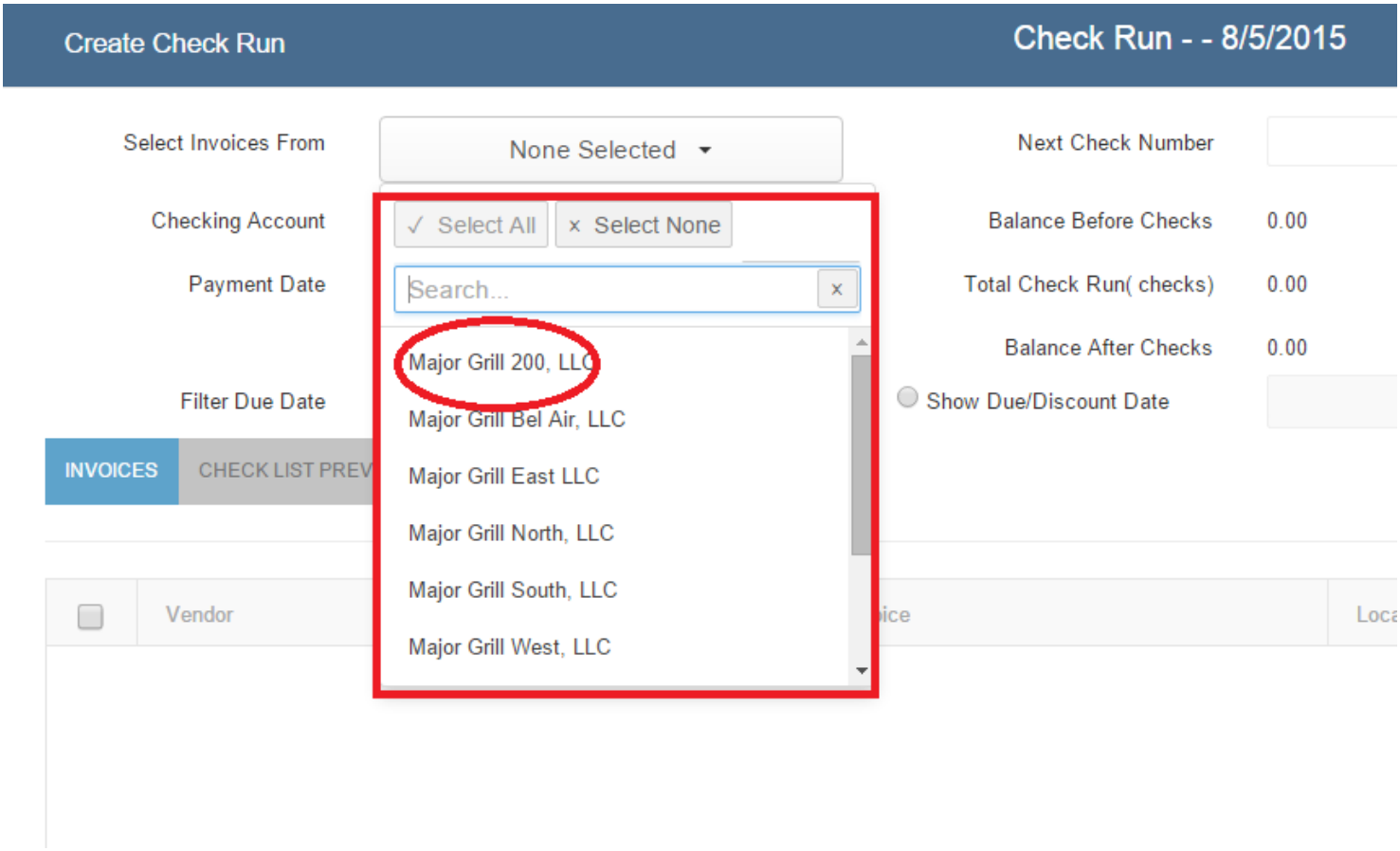
The purpose of a “Check Run” is to generate payments to a group of vendors for existing transactions. This training will review Check Printing, ACH Export, and Positive Pay Options.

- Step 1: Choose “Check Run” from the “Vendor Actions” section of the ribbon.
- Step 2: Select the location from which you want to pay the invoices.
- Step 3: Select the checking account and payment date for the invoices.
- Step 4: Verify the balances.
- Step 5: Select which invoices are to be paid.
- Step 6: View and apply any open credits to invoices being paid.
- Step 7: Create the payments.
- Step 8: Print the checks.

Step 1: Choose “Check Run” from the “Vendor Actions” section of the ribbon.



Step 2: Select the location from which you want to pay the invoices. You may select more than one.

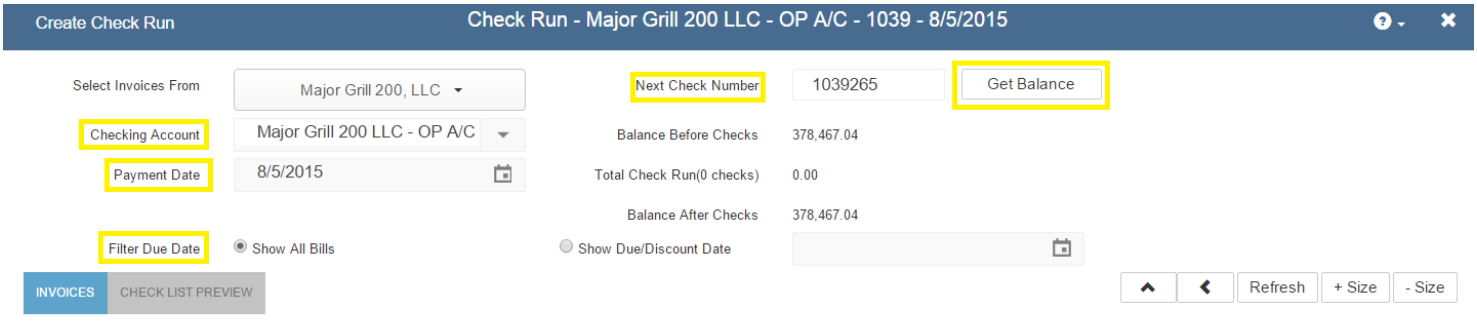


Step 3: Select the checking account from which you would like to pay the invoices and payment date (this is the date that will display on the check). You may wish to filter the list vendor(s) if you are just trying to pay one or more specific companies. Also highlighted is “Filter Due Date.” Selecting an earlier date will show invoices that are due sooner.

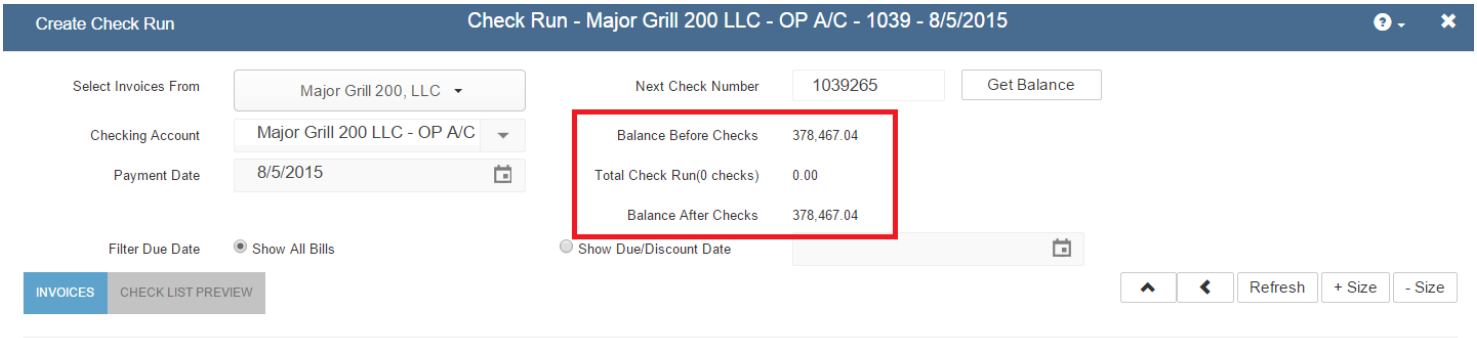
Next Check Number

The starting check for this check run will be the number in the “Next Check Number” field on this screen and normally you will not need to modify this. If you are entering payments that will not be printed such as ACH payments, you will not use up check numbers. In this case you could put something else as the next check number such as “ACH”. Whenever the Next Check Number field has a value that isn’t a number, all payments created on that check run will have the same value in the number field. So in the example that ACH is used, the Number field for each payment created will say “ACH”. When this is done a pop up message will alert the user of this but the message is not an error, just for informational purposes.

Clicking “Get Balance” will update the checking account balance shown on this screen with all of the pending invoices applied.



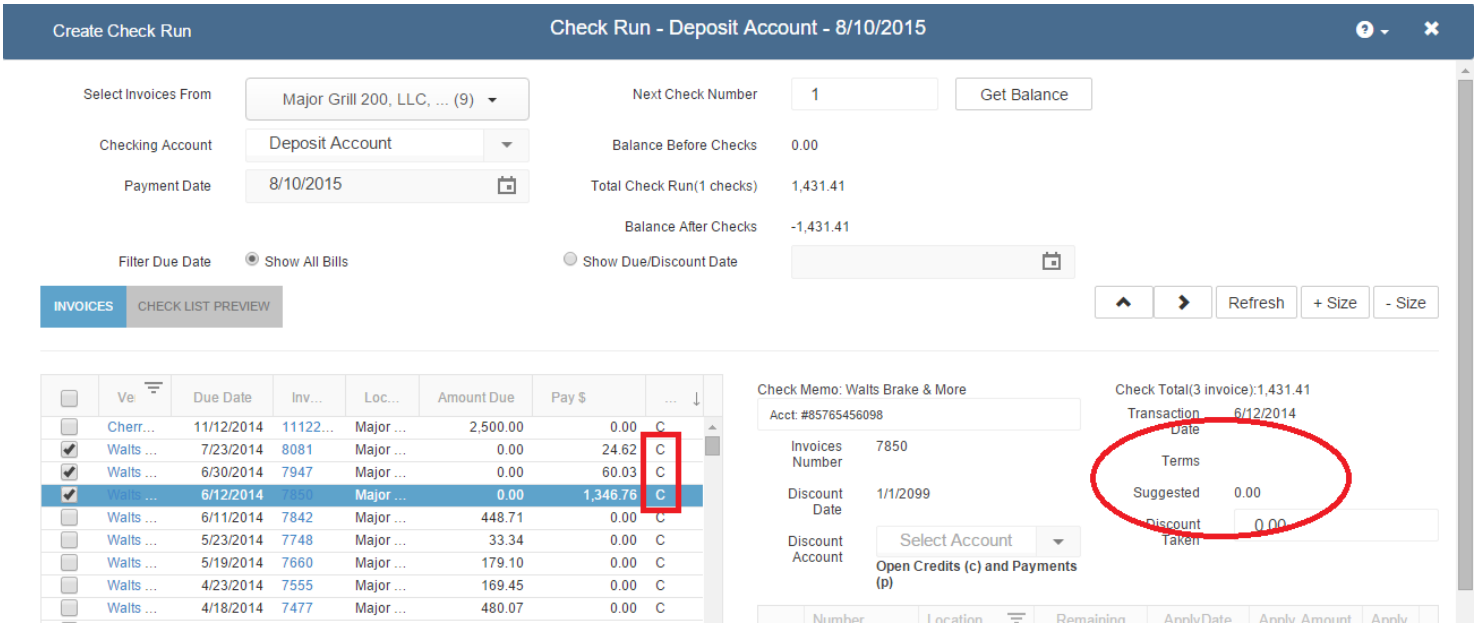
Step 4: Notice the following values: Balance before Checks, Total Check Run, Balance After Checks. The “Balance Before Checks” shows your current checking account balance before any checks written. The “Total Check Run” tracks the total amount of the bills you are paying and will change as you select and deselect invoices to pay. The “Balance After Checks” is simply the Balance before Checks less the Total Check Run.



Step 5: In the bottom grid, select which invoices are to be paid. In the example below, we have selected one vendor, Sysco. Notice the information that is auto-filled in the bottom-left window circled in red. First, is the Check Memo field. Because we set that up in the vendor settings, our Sysco account number shows up on every payment to that specific vendor. You may also choose to fill out each differently each time or not at all. Also circled are the payment terms and the suggested discount you should take based on the payment date entered above. In the example below, we are paying the invoice early, so we qualify for a discount. Highlighted is the Discount Account that records the $2.00 discount in Restaurant365. This also auto-fills, because it is part of the vendor set up. You can always use the pull-down menu to manually select the account.

Multiple Payments to Same Vendor

Multiple payments to the same vendor can also be created during one check run with different dates on each payment. This is based on the payment date. There is a Payment Date field near the top of the check run and the value there defaults as the payment date for all invoices that will be paid in the check run as will be seen in the Payment Date column in the invoice grid on the check run. However, if you wish to pay some invoices for a vendor on one date and some on another, then change the Payment Date column on the row of the invoice you want. All invoices with the same payment date will go on one check. So for example if you are paying 3 invoices for vendor Brian’s Bread and you put the payment date of 1/31 on 2 of the invoice and a date of 2/7 on 1 invoice, then 2 checks will be created for Brian’s Bread in this check run. The first check will be dated 1/31 and will have 2 invoices on it and the other will be dated 2/7 and will have 1 invoice.

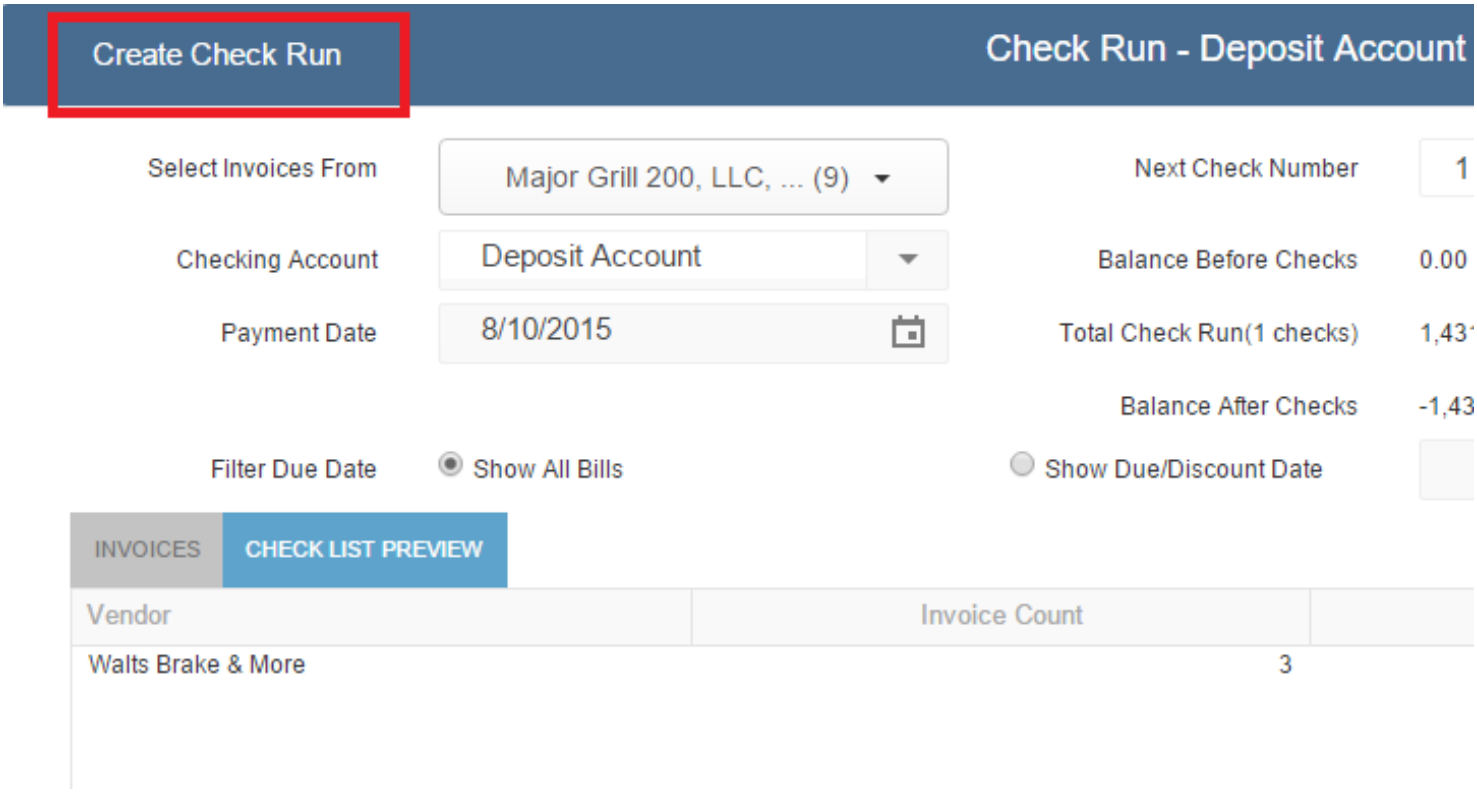


Step 6: View and apply any open credits to invoices being paid. You will notice some of the invoices have a “C” in the 7th column of the bottom window. These are vendors who have open credits that may be applied. Click “View Credits.” Now you will be able to see the credits that may be applied or have already been applied to this vendor. As you select and deselect credits, the “Check Total” will increase and decrease accordingly.

Step 7: Now that open credits have been applied and the invoices selected and modified to the amounts we specifically want to pay, it is time to create the payments. Before you create the checks, you may want to verify the check that are about to print under the “Check List Preview” tab.

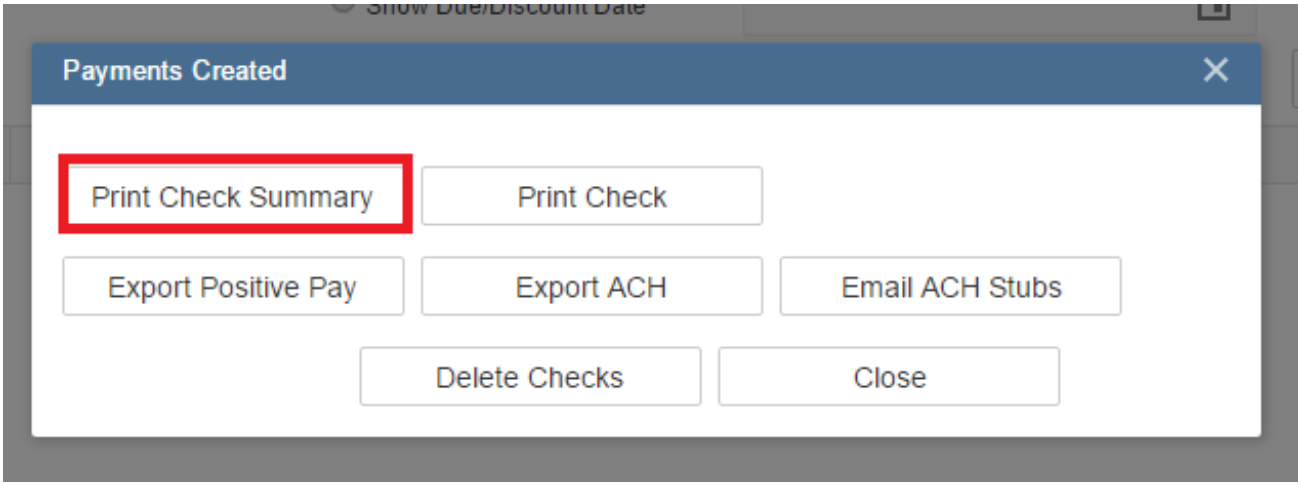
Step 8: Once you have selected the invoices you wish to pay, click on ‘Create Checks’ in the top Ribbon and a new pop-up will appear.

Note: if you wish to save the check run to be printed later, click Save Check Run in the ribbon instead of Create Checks.

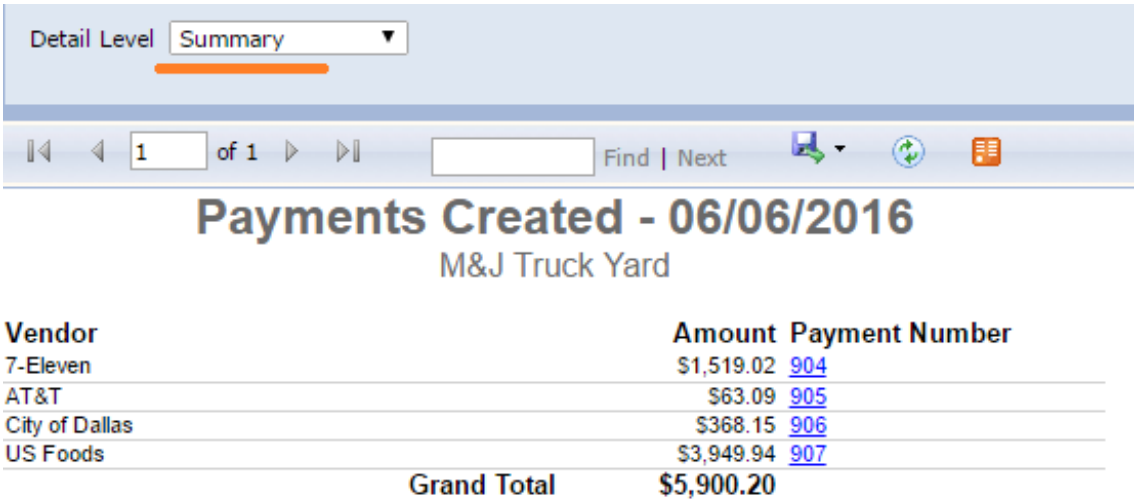


As you can see, the pop-up has a number of options to select depending on the action you are taking.

To review a summary report of the payments in the 'Check Run', click on 'Print Check Summary' and a new pop-up will appear.



You will now see the 'Payments Created' Report. Here you can save the report in a different format by clicking on the Save icon with a green arrow. If you want to see this report in more detail, change the "Detail Level" from the default "Summary" value to "Detail" and then click "View Report" in the top right. Once you are done close the report window to continue.



To ‘Print Checks’ click on the ‘Print Checks’ button or if you are printing checks with a signature, then select ‘Print Check w/ Signature. A ‘Print Preview’ pop-up will appear.

Note: There is some set-up required for each user that will be printing checks with signature. Click on this link to review **Check Signature Printing**.

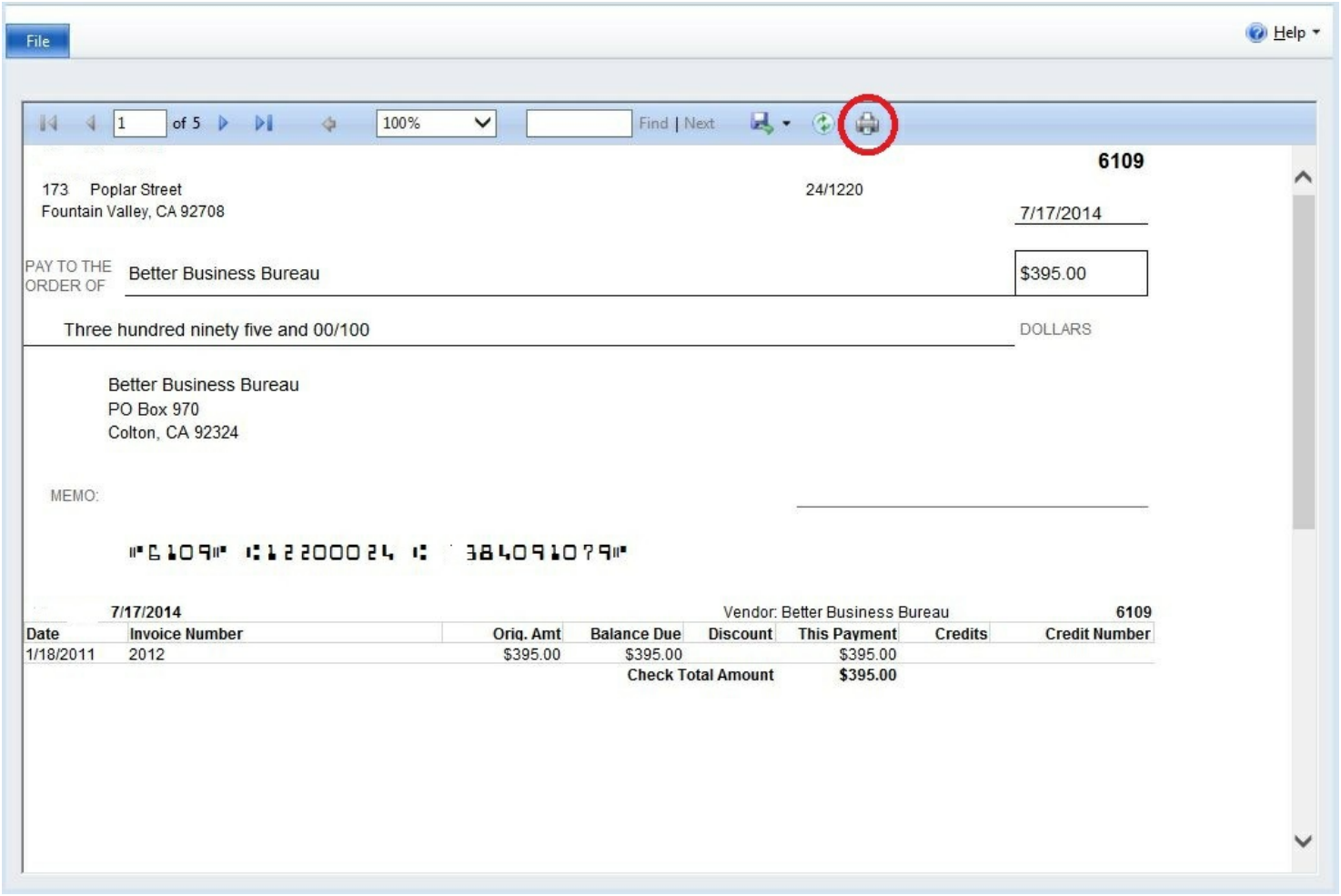
Selecting to Print Checks will create a PDF that is printable from your preferred PDF viewer. Restaurant365 prints MICR checks only. Keep in mind that before you can begin printing checks, you need to have the following set up:

- A compatible printer
- MICR toner in that printer
- perforated blank check stock

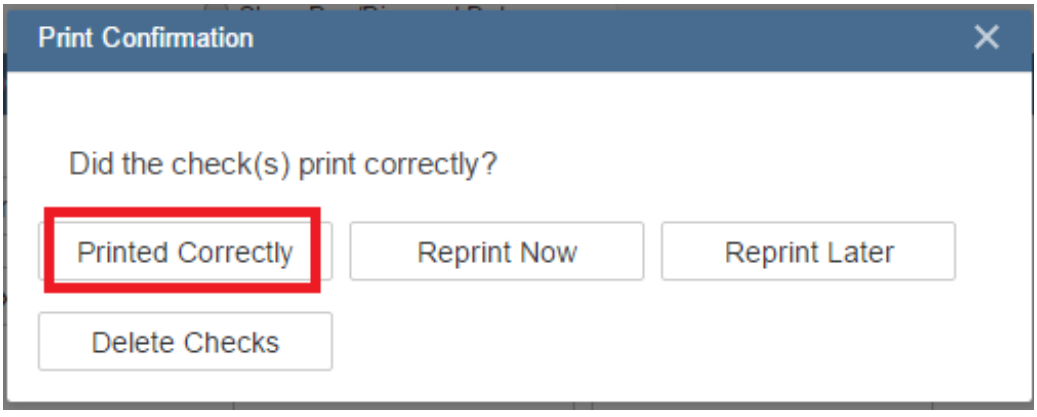
For additional training on the printing of checks from Restaurant365, review the training for ‘Printing Checks’, linked below.

Printing Checks

We are now ready to print the checks. Find and click the print option in your preferred PDF viewer to send the checks to your printer.

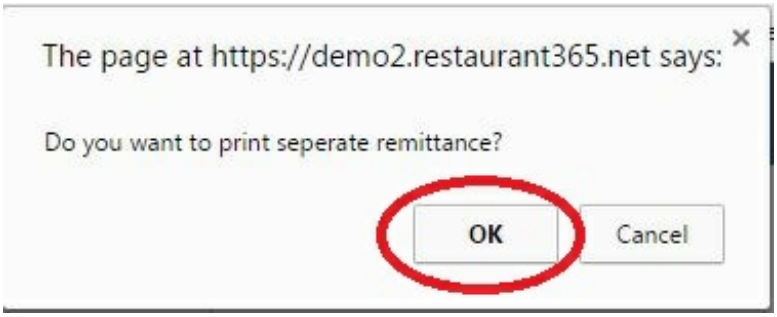


Once the checks have printed, close the PDF of the checks and click back into Restaurant365 if necessary. A message appears asking you if the checks printed correctly on the printer. If so, click yes. If not, click one of the options to either reprint the checks now or later. Repeat this process until your checks are printed as desired. Once you select 'Yes', the invoices are then removed from the Check Run window. Behind the scenes, those payments were also applied and their status was set to Approved.



It is important to know that when you click the 'Yes' (that checks have successfully printed) you will be unable to reprint those check again. This control prevents inadvertent reprinting of checks. Certainly we would not want to send two copies of the same check to a vendor!

If you have more than 16 invoices on a single check all invoices will not print on the stub (Print Check Function will only show 16 invoices on the stub due to space constraints). If you have a check with more than 16 invoices when you select Print Checks you will be prompted to print a 'Seperate Remittance'



Clicking on 'OK' will open a new window with a print preview of the separate remittance.

Date	Invoice Number	Inv Location	Orig. Amt	Balance Due	Discount	This Check	Credits	Credit Number
3/28/2013	2645034	Lee's Summit	17.76	17.76		17.76		
3/28/2013	2645048	Lee's Summit	63.65	39.40		39.40		
6/27/2013	2855131	Lee's Summit	114.58	1.79		1.79		
6/27/2013	2855271	Liberty	46.56	1.87		1.87		
8/29/2013	3007562	Liberty	44.33	3.12		3.12		
8/29/2013	3007692	Lee's Summit	127.30	57.04		57.04		
10/28/2013	3160090	Lee's Summit	124.04	44.35		44.35		
12/27/2013	3283662	Lee's Summit	36.33	13.12		13.12		
4/28/2014	3361360	Liberty	264.20	0.02		0.02		
5/26/2014	3385335	Lee's Summit	48.05	38.29		38.29		
3/30/2015	3783989	Lee's Summit	137.30	1.47		1.47		
11/2/2015	4081655	Liberty	152.73	152.73		152.73		
11/2/2015	4081676	Liberty	442.51	442.51		442.51		
11/2/2015	4081681	Liberty	61.83	61.83		61.83		
11/2/2015	4081691	Liberty	49.07	49.07		49.07		
11/2/2015	4081693	Liberty	68.65	68.65		68.65		
11/5/2015	4083411	Liberty	142.24	142.24		142.24		
11/5/2015	4083414	Liberty	208.15	208.15		208.15		
11/5/2015	4083416	Liberty	81.70	81.70		81.70		
11/5/2015	4083431	Liberty	69.31	69.31		69.31		
11/5/2015	4083433	Liberty	68.65	68.65		68.65		
				Check Total Amount		1,563.07		

After printing the seperate remittance your check will display. A comment is printed at the bottom of the stub indicating the user to refer to the seperate remittance for the full list.

Summit Custard, LLC 4/6/2016 Vendor: Viele and Sons 1108

Date	Invoice Number	Location	Orig. Amt	Balance Due	Discount	This Check	Credits	Credit Number
3/28/2013	2645034	Lee's Summit	17.76	17.76		17.76		
3/28/2013	2645048	Lee's Summit	63.65	39.40		39.40		
6/27/2013	2855131	Lee's Summit	114.58	1.79		1.79		
8/29/2013	3007692	Lee's Summit	127.30	57.04		57.04		
10/28/2013	3160090	Lee's Summit	124.04	44.35		44.35		
12/27/2013	3283662	Lee's Summit	36.33	13.12		13.12		
5/26/2014	3385335	Lee's Summit	48.05	38.29		38.29		
3/30/2015	3783989	Lee's Summit	137.30	1.47		1.47		
6/27/2013	2855271	Liberty	46.56	1.87		1.87		
8/29/2013	3007562	Liberty	44.33	3.12		3.12		
4/28/2014	3361360	Liberty	264.20	0.02		0.02		
11/2/2015	4081655	Liberty	152.73	152.73		152.73		
11/2/2015	4081676	Liberty	442.51	442.51		442.51		
11/2/2015	4081681	Liberty	61.83	61.83		61.83		
11/2/2015	4081691	Liberty	49.07	49.07		49.07		
11/2/2015	4081693	Liberty	68.65	68.65		68.65		
					Amount	1,563.07		

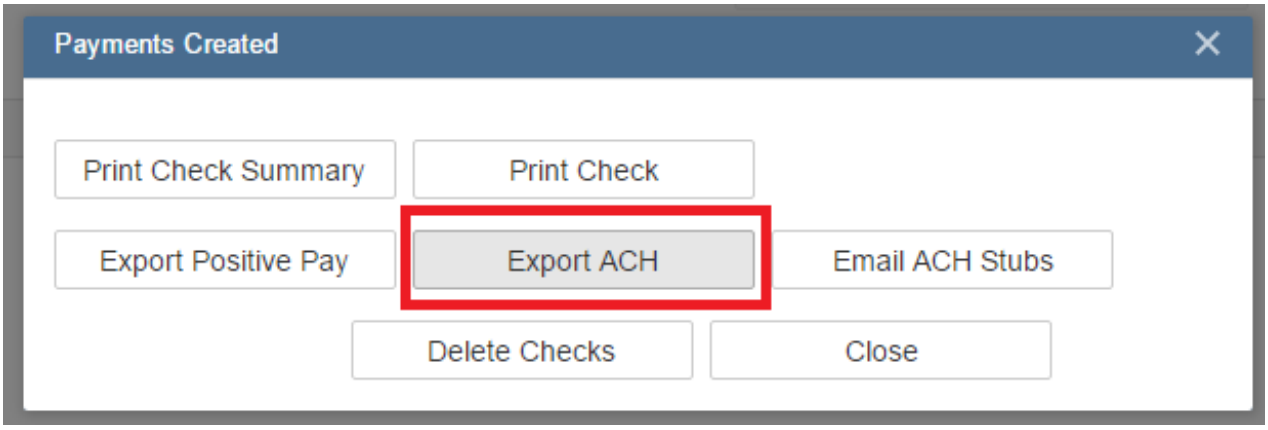
21 Payment Apply Transactions exist. Not all are shown; refer to separate remittance for full list.

Saved Check Runs

If you wish to save the check run to be printed later, click Save Check Run in the ribbon (circled in orange in the image below). The check run will be saved with the name in the Check Run Name field at the top of the check run (circled in green in the image below). By default this name is set by the system as Checking Account – Date – Check Run ID – User Name to make it easy to find when looking it up later. The user can change the name if they wish to something that will help them identify the check run better. Saved check runs can be retrieved later by opening the check run screen and then selecting the check run from the Saved Check Runs dropdown list (circled in red in the image below). This will pull up the saved check run with all invoices checked that were checked on the original run. After checks are printed then the saved check run is removed from the list automatically.

ACH Payments

If the 'Payment Method' selected for the vendor you are paying is 'ACH' then you will see some additional options on the print pop-up after selecting 'Create Checks'. The first is 'Export ACH'. To pay vendors via ACH, click this button to export a text file with the payment details. Then login to your bank's website and upload that file so your bank can process the ACH request. (By default this text file downloads into your downloads folder)



Next option is ‘Email ACH Stubs’. This will create a system generated email and send a copy of the ACH stubs to the email address associated with each ‘ACH’ vendor.

Positive Pay

If you have ’Positive Pay’ set-up with one or more of your bank accounts, select ‘Export Positive Pay’ to create the export file to send to your bank.