



Process Documentation

Department:

Customer Support

Last Updated:

4/4/2025 12:51 PM

NAME OF PROCESS

Printing a Check or Disbursing Cash [Roleplay]

Use Case / Objectives

This guide will walk you through how to either print checks for the invoices selected in the payment selection program or to disburse cash after the printed checks have been verified as correct. You can also process prepaid checks.

To skip to a specific section, click on one of the links below:

- [Print Check](#)
- [Disburse Cash](#)
- [Process Prepaid Checks](#)

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for all tasks are available in the Reference Glossary. To view these definitions, either click the screen name in the task or scroll to the end of the documentation, where the glossary is located.

Menu options to access:

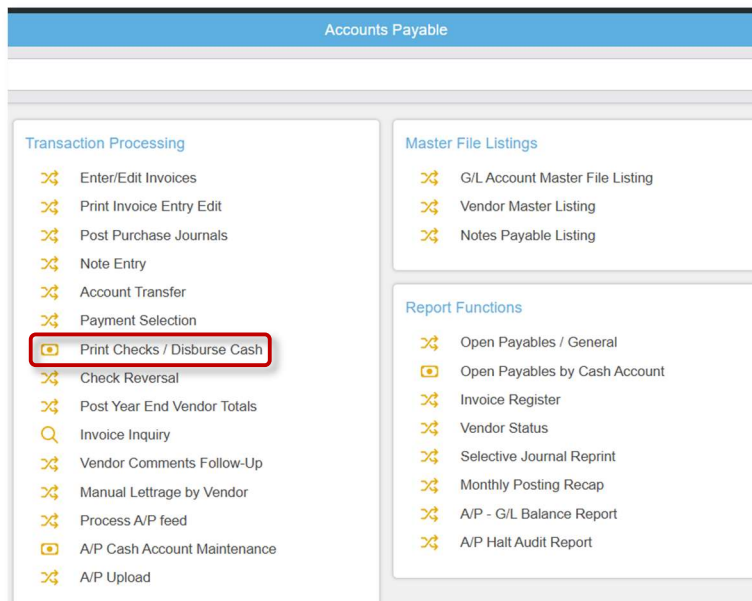
Accounts Payable => Print Checks / Disburse Cash

Printing a Check or Disbursing Cash

Printing a Check

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Payable** screen doesn't appear automatically, select **Accounts Payable** from the left toolbar.
3. In the **Transaction Processing** section, click on **Print Checks / Disburse Cash**.



- a. The **Cash Disbursements - Launch** screen opens.

2/26/25 17:42:58 Cash Disbursements

Print Checks (Y/N) : N

G/L Cash Account No. : Pay method:

Starting Check No. :

Check Date :

SUBMIT JOB (Y/N) : Y

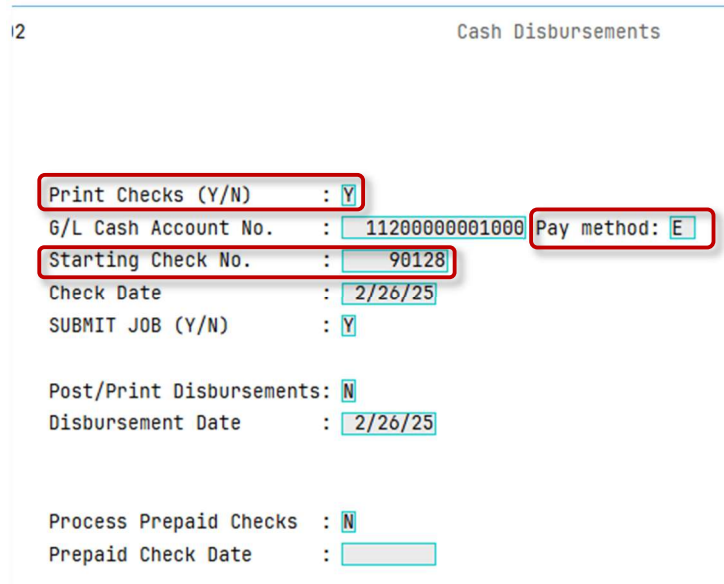
Post/Print Disbursements: N

Disbursement Date :

Process Prepaid Checks : N

Prepaid Check Date :

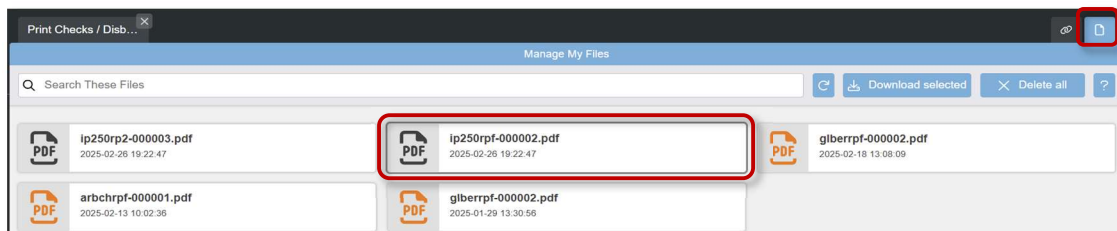
4. Type Y in the *Print Checks* field. **NOTE:** The value in the *Starting Check No* field populates to the next check number in the sequence of checks to be printed. You can leave as is or update accordingly.
5. Update the *G/L Cash Account No* field if desired; otherwise, leave as is.
6. Type in the *Pay method* field.



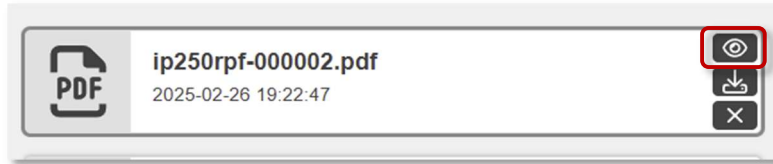
12 Cash Disbursements

Print Checks (Y/N)	:	<input type="text" value="Y"/>	
G/L Cash Account No.	:	<input type="text" value="11200000001000"/>	Pay method: <input type="text" value="E"/>
Starting Check No.	:	<input type="text" value="90128"/>	
Check Date	:	<input type="text" value="2/26/25"/>	
SUBMIT JOB (Y/N)	:	<input type="text" value="Y"/>	
Post/Print Disbursements:	:	<input type="text" value="N"/>	
Disbursement Date	:	<input type="text" value="2/26/25"/>	
Process Prepaid Checks	:	<input type="text" value="N"/>	
Prepaid Check Date	:	<input type="text"/>	

7. Verify the *Starting Check No* field displays the correct value or update accordingly.
8. Update the *Submit Job*, *Post/Print Disbursement*, *Disbursement Date*, *Process Prepaid Checks*, and the *Prepaid Check Date* fields if desired. **NOTE:** It is recommended that you verify the checks printed correctly before you change *Post/Print Disbursements* to Y.
9. Review the information and press Enter to print the checks.
 - a. The **Cash Disbursements** screen closes. Return to the **Accounts Payable** screen and your checks should print.
10. Once the checks print, you will also receive a **Cash Disbursements Journal** in your **Manage My Files**. **NOTE:** An indicator will display above your **Manage My Files** when the job finishes processing.



11. To view the file, click on the Open icon.



- a. The selected file opens: the **Cash Disbursements Journal** displays the information for the last batch of checks that were printed.

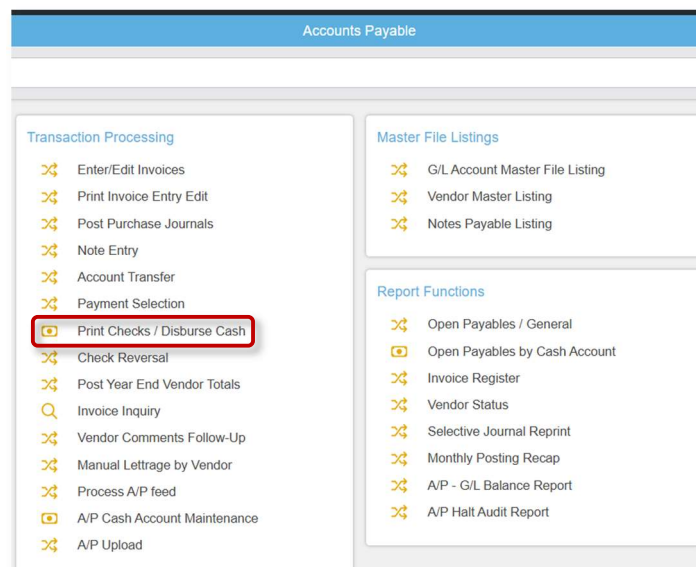
/end#-Adr#		Vendor Name	Seq.#	Invoice Description	Pay Sel.#	Gross Amount	-Journal- Reference	Cmpy-Account	G/L Amount
Cmpy-Loc.	Invoice No.								
00000034		LINCOLN ELECTRIC COMPANY							
RM-DMO	12039L121L		2184	LINCOLN ELECTRIC CO;12039	1558	100.00	HA0000-0319		
							CD0024-0001 RM 0048500001000100		1.50-
							CD0024-0002 RM 002120 0000002000		100.00
							CD0024-0003 RM 001120 0000001000		98.50-
				* Prepaid *	Check Total:	98.50			Check #: 21425
				Total Amount :		98.50			
				Prepaid Amount :		98.50			
				Discount Amount:		1.50CR			
				Reversal Amount:		.00			
				Payment Amount :		98.50			
				Process Prepaid Checks :	Y				
				Prepaid Check Date :	2/26/25				

Disbursing Cash

The following steps are to be followed *after* you have completed the steps in the **Print Checks** section.

Process Steps

1. If you are not already logged in, log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Payable** screen doesn't appear automatically, select **Accounts Payable** from the left toolbar.
3. In the **Transaction Processing** section, click **Print Checks / Disburse Cash** option.

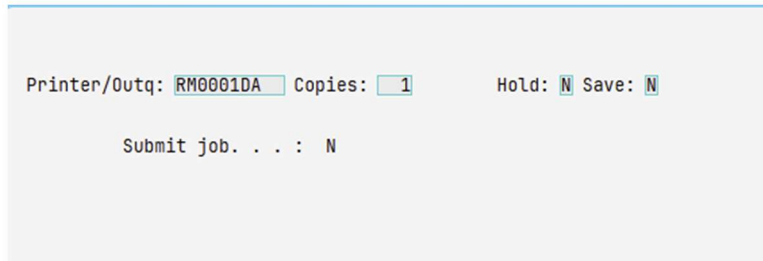


4. The **Cash Disbursements - Launch** screen opens.

The screenshot shows the 'Cash Disbursements' launch screen. At the top left, the date and time are '2/26/25 17:42:58'. At the top right, the title is 'Cash Disbursements'. The screen contains several fields for data entry:

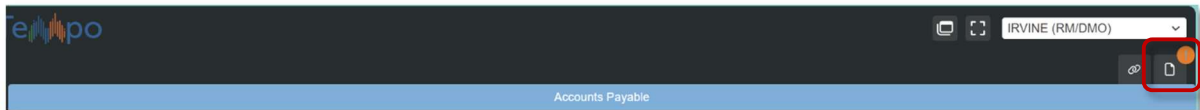
- Print Checks (Y/N) :
- G/L Cash Account No. : Pay method:
- Starting Check No. :
- Check Date :
- SUBMIT JOB (Y/N) :
- Post/Print Disbursements:
- Disbursement Date :
- Process Prepaid Checks :
- Prepaid Check Date :

5. Leaving *Print Checks* value set to N, verify the *G/L Cash Account No* is correct; type Y in the *Post/Print Disbursements* field.
6. Press Enter to continue.
 - a. The **Print Job** pop-up window opens.

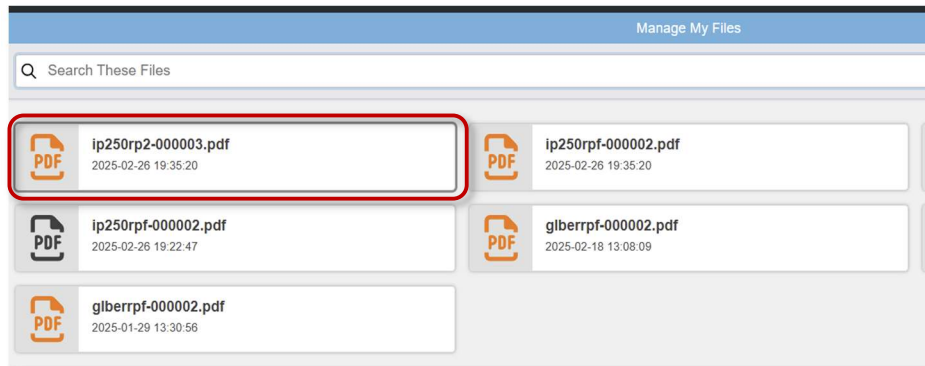


7. Press Enter.
8. The **Print Job** pop-up closes. Return to the **Accounts Payable** screen; you should receive a confirmation file.

NOTE: An indicator will display above **Manage My Files** when the job finishes processing.



9. Click the **Manage My Files** icon to open your files.
 - a. The **Manage My Files** screen opens, and the job will be visible.



10. To view the file, click the **Open** icon.

```

2/26/25 19:46:33      Cash Disbursements Recap - CD0024  IP250R      Cmpy: RM
Month/Period: 02                By: RM0001DA
    
```

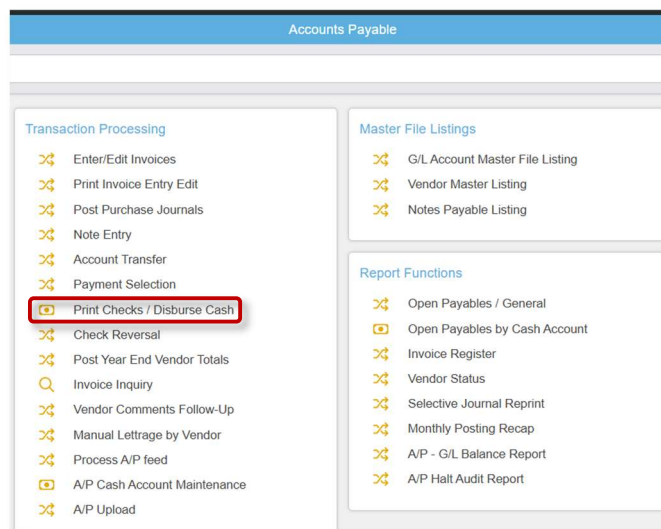
Cmpy	Account#	----- Acct Description -----	Debit Amount	Credit Amount	
RM	0011200000001000	CASH IN BANK - CHECKING	.00	98.50	
RM	0021200000002000	ACCOUNTS PAYABLE TRADE - CANAD	100.00	.00	
RM	0048500001000100	A/P DISCOUNTS EARNED-DMO	.00	1.50	
		Total :	100.00	100.00	USD

Processing Prepaid Checks

The following steps are to be followed *after* you have completed the steps in the **Print Checks** section.

Process Steps

1. If you are not already logged in, log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Payable** screen doesn't appear automatically, select **Accounts Payable** from the left toolbar.
3. In the **Transaction Processing** section, click **Print Checks / Disburse Cash**.

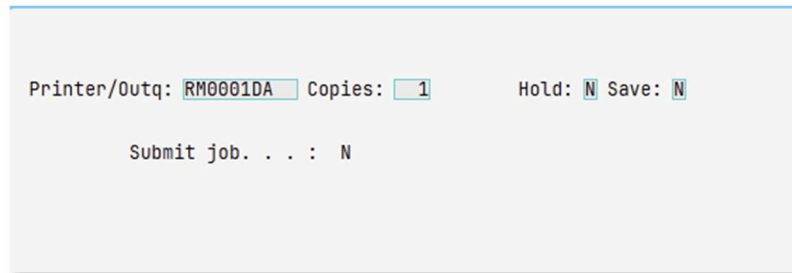


4. The **Cash Disbursements - Launch** screen opens.

The screenshot shows the 'Cash Disbursements' launch screen. The date and time are 2/26/25 17:42:58. The screen contains the following fields and values:

Print Checks (Y/N)	: N
G/L Cash Account No.	: 11200000001000 Pay method: <input type="checkbox"/>
Starting Check No.	: <input type="text"/>
Check Date	: 2/26/25
SUBMIT JOB (Y/N)	: Y
Post/Print Disbursements:	N
Disbursement Date	: 2/26/25
Process Prepaid Checks	: N
Prepaid Check Date	: <input type="text"/>

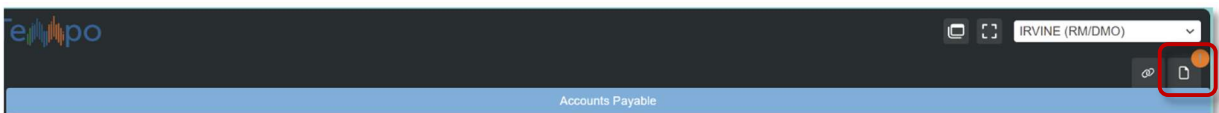
5. Leaving *Print Checks* value set to *N*, verify that the *G/L Cash Account No* is correct; type *Y* in the *Post/Print Disbursements* and *Process Prepaid Checks* fields.
NOTE: If the *Process Prepaid Checks* field is set to *Y*, the system will process all invoices through the *Prepaid Check Date*.
6. Press Enter twice to continue.
 - a. The **Print Job** pop-up window opens.



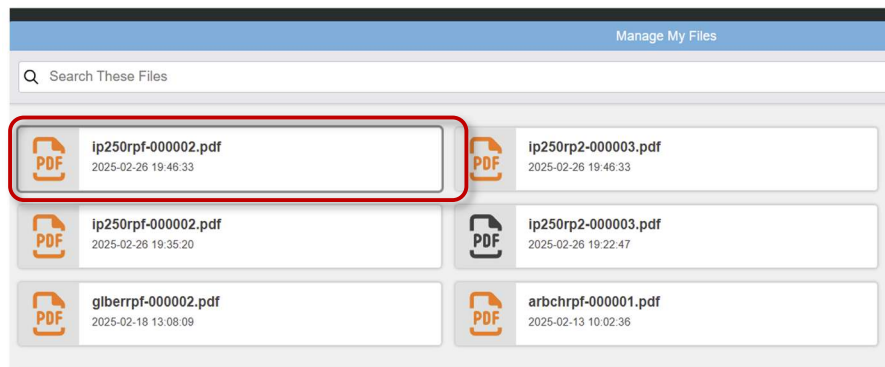
Printer/Outq: RM0001DA Copies: 1 Hold: N Save: N

Submit job. . . : N

7. Press Enter.
8. The **Print Job** pop-up closes you are returned to the **Accounts Payable** screen and you should receive a confirmation file.
NOTE: An indicator will display above your **Manage My Files** when the job finishes processing.



9. Click the **Manage My Files** icon to open your files.
 - a. The **Manage My Files** screen opens and the job above is included.



10. To view the file, click the **Open** icon.

/end#-Adr#		Vendor Name	Seq.#	Invoice Description	Pay Sel.#	Gross Amount	-Journal- Reference	Cmpy-Account	G/L Amount
2/26/25 19:46:33 WYNNE SYSTEMS, L IP250R Page: 1 Cash Disbursements Journal Cmpy: RM By: RM0001DA Loc.:DMO									
00000034 LINCOLN ELECTRIC COMPANY									
RM-DMO	12039L121L		2184	LINCOLN ELECTRIC CO;12039	1558	100.00	HA0000-0319		
							CD0024-0001 RM	0048500001000100	1.50-
							CD0024-0002 RM	002120 0000002000	100.00
							CD0024-0003 RM	001120 0000001000	98.50-
				* Prepaid *	Check Total:	98.50			Check #: 21425
				Total Amount :		98.50			
				Prepaid Amount :		98.50			
				Discount Amount:		1.50CR			
				Reversal Amount:		.00			
				Payment Amount :		98.50			
				Process Prepaid Checks :	Y				
				Prepaid Check Date :	2/26/25				

Reference Glossary

Field Definitions for Tasks

Cash Disbursement - Launch

- **Print Checks** - Indicate whether you want to use the program to print checks for the invoices selected in the **Payment Selection** program.
- **G/L Cash Account Number** - Enter or accept the G/L account number to which the checks are posted. The default is the account number in the **Cash in Bank - A/P** field set up in **Default System G/L Values Maintenance**, but it can be changed by typing in the correct number or pressing F4 on the keyboard or clicking on the **F04 Account Number Search** in the **Display Functions** menu to open the **G/L Account Number Look-up** pop-up window.

Account description	Account #
CASH ON HAND	1000-0000-0000-00
CASH ACCOUNT WELLS FARGO	1000-0000-0445-00
CASH ACCOUNT 2	1000-0002-0000-00
CASH IN BANK - CHECKING ACCOUN	1120-0000-0010-00

- **Pay Method** - Enter a payment method code in this field to limit the invoices selected for check printing to those that match that code. **NOTE:** Press F4 to open the **Vendor Pay Methods** pop-up window.

Cd	Description
AM	AMEX
K	CHECK
E	EFT

- **Starting Check Number** - After entering **Y** to Print Checks and entering or accepting the G/L cash account number, press Enter. The system defaults to the next check number in the sequence of checks to be printed. If this number is correct, press Enter again to continue. If it is incorrect, type in the starting check number for this run; press Enter.
- **Check Date** - Enter or accept the date to print on all checks in the run.
- **Submit Job** - Enter **N** to print the checks interactively. When you print interactively, you cannot do any other processing until the print job is finished. Enter **Y** to submit the printing of the checks. Submit the print job to run in the background while you continue other activities. You can also schedule a submitted print job to run at a specific time.

- *Post/Print Disbursements* - Indicate whether you want to use the program to post cash disbursements after checks have been printed. When you enter **Y**, the system also prints a Cash Disbursement journal and a Cash Disbursement recap. Ensure checks have been printed correctly before posting cash disbursements. Once cash has been disbursed, checks cannot be re-printed. You can also use this field to post cash disbursements for prepaid checks. Ensure regular checks have already been disbursed before disbursing prepaid checks.
- *Disbursement Date* - Enter the posting date of the cash disbursements.
- *Submit Job* - Enter **N** to post cash disbursements interactively. When you post interactively, you cannot do any other processing until the job is finished. Enter **Y** to submit the posting of cash disbursements. Submit the posting job to run in the background while you continue other system activities. You can schedule a submitted job to run at a specific time.
- *Process Prepaid Checks* - Indicate whether you want to post cash disbursements for prepaid checks.
- *Prepaid Check Date* - Enter the posting date for prepaid checks cash disbursement.