



Process

Documentation

Department:

Customer Support

Last Updated:

12/22/2025 8:56 AM

NAME OF PROCESS

Processing a Check Run [Roleplay]

Use Case / Objectives

In this process document, we will walk through how to [process checks](#) to pay A/P invoices, [printing checks](#) and [disbursing cash](#).

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 applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

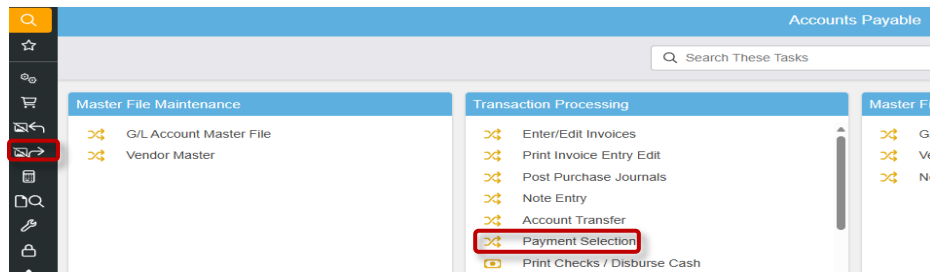
Account Payable => Transaction Processing => Payment Selection

Account Payable => Transaction Processing => Print Checks/Disburse Cash

Processing a Check Run

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **Accounts Payable** menu from the left toolbar.
3. In the **Transaction Processing** section, click on the **Payment Selection** option.



- a. The **Payment Selection - Launch** screen displays.

9 Payment Selection Sys: DEMO V12
Cmp: RM Loc: LGB

Print Cash Requirements Report (Y/N):

Only Cash Account Number:

Check Date : 12/20/25

Process Prepaid Checks: (Y/N)

Prepaid Check Date :

Process EFT Vendors : (I=Include,E-Exclude,0=Only)

4. Change the *Print Cash Requirements Report* option to Y for Yes.
5. You will need to ensure that the *Check Date* option is the current date.
6. All other default options should not be changed.

Payment Selection

! Payment Selection Sys: DEMO V12
Cmp: RM Loc: DMO

Print Cash Requirements Report (Y/N):

Only Cash Account Number:

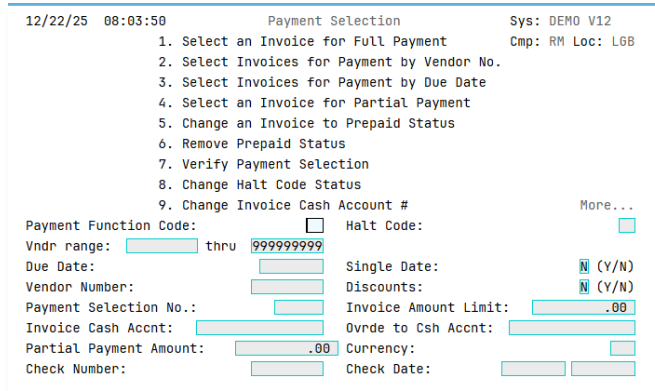
Check Date : 12/20/25

Process Prepaid Checks: (Y/N)

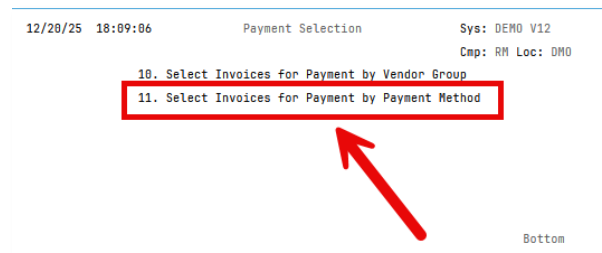
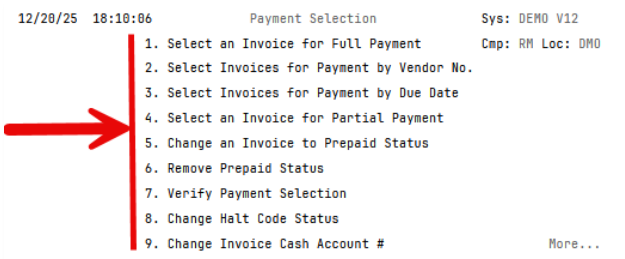
Prepaid Check Date :

Process EFT Vendors : (I=Include,E-Exclude,0=Only)

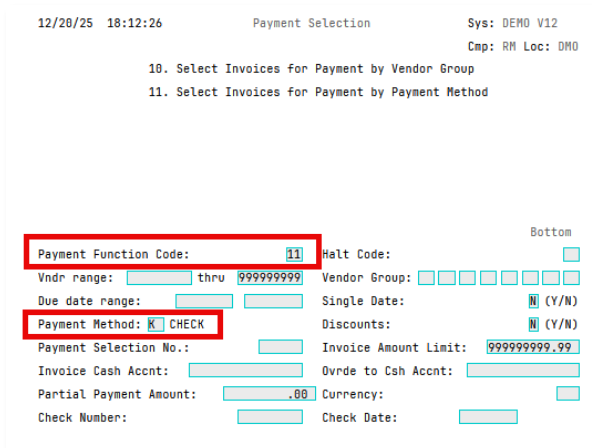
7. Once completed, press Enter.
 - a. The **Payment Selection - Payment Functions** screen opens.



8. On the **Payment Selection - Payment Functions** screen, you will see a list of payment function codes listed. Scroll down to the second page of payment function codes where you will see **Payment Function Code 11**. **Select Invoices for Payment by Payment Method**.



9. Type 11 in the **Payment Function Code** field.
 10. Type K in the **Payment Method** field to select check as the payment method.
 11. Once completed, press Enter.



12. The **Payment Selection - Select Invoices** screen opens, displaying invoices to pay in the next check run.
 13. On the **Payment Selection - Select Invoices** screen, you will need to type a 1 or X in **S** column beside each invoice you want to include in this check run.

Payment Selection

12/28/25 18:15:21 Select Invoices
Detail Mode

Type option, press Enter
1/1>Select

Payment Method: K

Vendor#	Addr#	Src	Vendor Name	Invoice No.	Due Date	Gross Amount	Cur	0
1			VIDEO TEST 0	321654000	11/19/24	175.00	USD	
1				CREDIT4565	11/12/21	100.00	USD	
1				DATE TEST..	1/27/22	100.00	USD	
1				DSL4686	11/12/21	2,010.00	USD	
1				DSL556	11/12/21	3,390.00	USD	
1				DSL576764	11/12/21	450.00	USD	
1				TR463	11/11/21	500.00	USD	
3			KING'S EQUIPMENT PARTS	PARTCREDIT	11/12/21	120.00	USD	
3			KING'S EQUIPMENT PARTS	PART444	11/12/21	3,021.00	USD	
3			KING'S EQUIPMENT PARTS	4544325	11/12/21	620.00	USD	
5			BILLY'S EQUIPMENT FLUID'S	417	11/08/21	331.00	USD *	
6			CAT INC.	ADHG1555	11/08/21	5,563.00	USD	
6			CAT INC.	TST1	1/01/23	2,124.70	USD	
6			CAT INC.	TST1	2/01/23	2,124.70	USD	

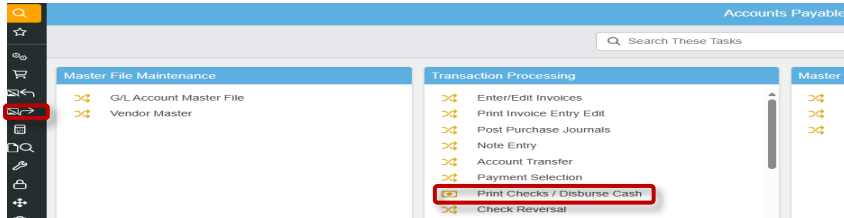
Selected Lines: Selected Amount:
Total Lines: 251 Total Net Amount: 1,201,714.14

14. Once you have selected all of the invoices to include in this check run, press Enter twice to advance through this menu.
15. The cash requirements report will be sent to your **PUSH** file (**Manage My Files**) in Roleplay.
16. Print and review the report and repeat the steps above if any additional invoices need to be included for payment.
17. Once verified, continue to the next section.

Print Checks

Process Steps

1. On the **Accounts Payable** menu screen, in the **Transaction Processing** section, click on the Print Checks/Disburse Cash option.



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

The screenshot shows the 'Cash Disbursements' screen with 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	: 12/22/25
SUBMIT JOB (Y/N)	: Y
Post/Print Disbursements:	N
Disbursement Date	: 12/22/25
Process Prepaid Checks	: N
Prepaid Check Date	: <input type="text"/>

2. On the **Cash Disbursements** screen, you will need to type Y for Yes in the **Print Checks** field. **NOTE:** Make sure the **Disburse Cash** field is N as you do NOT disburse cash here.
3. All other fields can remain as their default values.

The screenshot shows the 'Cash Disbursements' screen with the 'Print Checks (Y/N)' field highlighted with a red box and changed to 'Y'. The other fields and values are the same as in the previous screenshot:

Print Checks (Y/N)	: Y
G/L Cash Account No.	: 11200000001000 Pay method: <input type="checkbox"/>
Starting Check No.	: <input type="text"/>
Check Date	: 12/20/25
SUBMIT JOB (Y/N)	: Y
Post/Print Disbursements:	N
Disbursement Date	: 12/20/25
Process Prepaid Checks	: N
Prepaid Check Date	: <input type="text"/>

4. Once completed, press Enter twice to print checks.
5. You will be redirected back to the **Accounts Payable** menu.
6. The checks will print to your check printer, and you will need to inspect them to verify all information printed is accurate.

Disburse Cash

Process Steps

1. The next task is to disburse the cash, so you will need to navigate back to the **Print Checks/Disburse Cash** screen.
2. On **Cash Disbursements** screen, you will need to type N for No in the *Print Checks* field.
3. You will also need to type Y for Yes in the *Post/Print Disbursements* field.

12/28/25 18:27:52 Cash Disbursements

Print Checks (Y/N) : N

B/L Cash Account No. : 11200000001000 Pay method:

Starting Check No. :

Check Date : 12/28/25

SUBMIT JOB (Y/N) : Y

Post/Print Disbursements: Y

Disbursement Date : 12/28/25

Process Prepaid Checks : N

Prepaid Check Date :

4. Once completed, press Enter three times to process.
5. The disbursements/posting report will be sent to your **PUSH** file (**Manage My Files**) in Roleplay.

Reference Glossary

Field Definitions for Tasks

Payment Selection - Launch

- *Print Cash Requirements Report* - Indicate whether you want to print the Cash Requirements report after your payment selections. If you want the Cash Requirements report to include monies not yet disbursed for prepaid checks, enter Y in the Process Prepaid Checks field, and enter a Prepaid Check Date.
- *Only Cash Account Number* - If you want to make payment selections for only one G/L cash account, enter that number here.
- *Check Date* - Enter or accept the date to print on the checks for your payment selections.
- *Process Prepaid Checks* - Indicate whether you want to process prepaid checks in the next check run.
- *Prepaid Check Date* - Enter the date of the prepaid checks you want to process. The system processes prepaid checks dated on or before this date.

Payment Selection - Payment Functions

- *Payment Function Code* - Enter the appropriate function code for the payment processing you want to perform. Valid codes are:
 1. Select an Invoice for Full Payment
 2. Select Invoices for Payment by Vendor Number
 3. Select Invoices for Payment by Due Date
 4. Select an Invoice for Partial Payment
 5. Change an Invoice to Prepaid Status
 6. Remove Prepaid Status
 7. Verify Payment Selection
 8. Change Halt Code Status
 9. Change Invoice Cash Account Number
 10. Select Invoices for Payment by Vendor Group
 11. Select Invoices for Payment by Payment Method
- *Halt Code* - If you enter *Payment Function Code 8*, enter the *Payment Selection Number* of the invoice with the halt code you want to change. Press Enter and the invoice's current halt code appears in this field. Enter the new halt code, and then press Enter again to write that halt code to the invoice record. Valid codes include:
 - H1 - Items on the purchase order have not been received
 - H2 - Invoice amount does not equal the purchase order amount
 - H3 - Invalid purchase order number
 - H4 - An invoice against this purchase order already exists
 - H5 - Same invoice amount found on another invoice (Use control record CKINV\$ to turn this halt code off)

- H6 - An invoice for this receiver number already exists
 - H7 - Vendor is on hold
- **Vendor Range** - If applicable, enter the starting and ending vendor numbers for which you want to list invoices. Use this with **Payment Function Code 3**.
- **Due Date** - If you enter **Payment Function Code 3**, enter the due date for which invoices are selected for payment. Based on the setting in the **Single Date** field, invoices with due dates on or before this date may appear on the list for payment.
- **Single Date** - When using **Payment Function Code 3**, indicate whether to select only invoices with the exact due date entered in the **Due Date** field (Y) or all invoices with due dates up to and including the date in the **Due Date** field (N).
- **Vendor Number** - If you enter **Payment Function Code 2**, enter the number of the vendor for which you want to select invoices.
- **Vendor Group** - If you enter **Payment Function Code 10**, enter one or more vendor group codes for which you want to select invoices.
- **Payment Method** - If you enter **Payment Function Code 11**, enter the code for the vendor payment method assigned to the invoices you want to select for payment.
- **Discounts** - Indicate whether you want to limit the selection of invoices to only those that are eligible for a discount.
- **Payment Selection Number** - When processing payment selection one invoice at a time, enter the payment selection number assigned to the invoice that you want to select for payment. An invoice's payment selection number is found on the Invoice Register or through Invoice Inquiry.
- **Invoice Amount Limit** - If applicable, enter an amount to limit the invoices selected for payment. Only invoices with a gross amount less than or equal to this amount are selected.
- **Invoice Cash Account** - If you enter **Payment Function Code 9**, enter the G/L cash account that you want to change.
- **Override to Cash Account** - If you enter **Payment Function Code 9**, enter the G/L cash account to override the account number you entered in the **Invoice Cash Account** field.
- **Partial Payment Amount** - If you enter **Payment Function code 4**, enter the amount of the partial payment for the specified invoice. Discounts cannot be taken with a partial payment.
- **Currency** - If applicable, enter a currency code to limit the invoices selected for payment.
- **Check Number** - If you enter **Payment Function Code 5**, enter the number of the prepaid check.
- **Check Date** - If you enter **Payment Function Code 5**, enter the date and time of the prepaid check.

Payment Selection - Select Invoices

- **Address Number** - If applicable, this field displays the alternate address number for the vendor.

- *Vendor Name* - Displays the name of the vendor on the invoice.
- *Invoice Number* - Displays the number of the vendor's invoice.
- *Due Date* - Displays the date that the invoice is due.
- *Gross Amount* - Displays the amount of the invoice before discounts.
- *Currency* - Displays the currency of the invoice.
- *Discount* - Displays an asterisk if the invoice is eligible for a discount.

Print Checks/Disburse Cash

- *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.
- *Pay Method* - Enter a payment method code in this field to limit the invoices selected for check printing to those that match that code.
- *Starting Check Number* - After entering Y to *Print Checks* and entering or accepting the G/L cash account number, press Enter. The system defaults 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, replace it with the starting check number for this run, and then 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 system activities. You can 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 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.