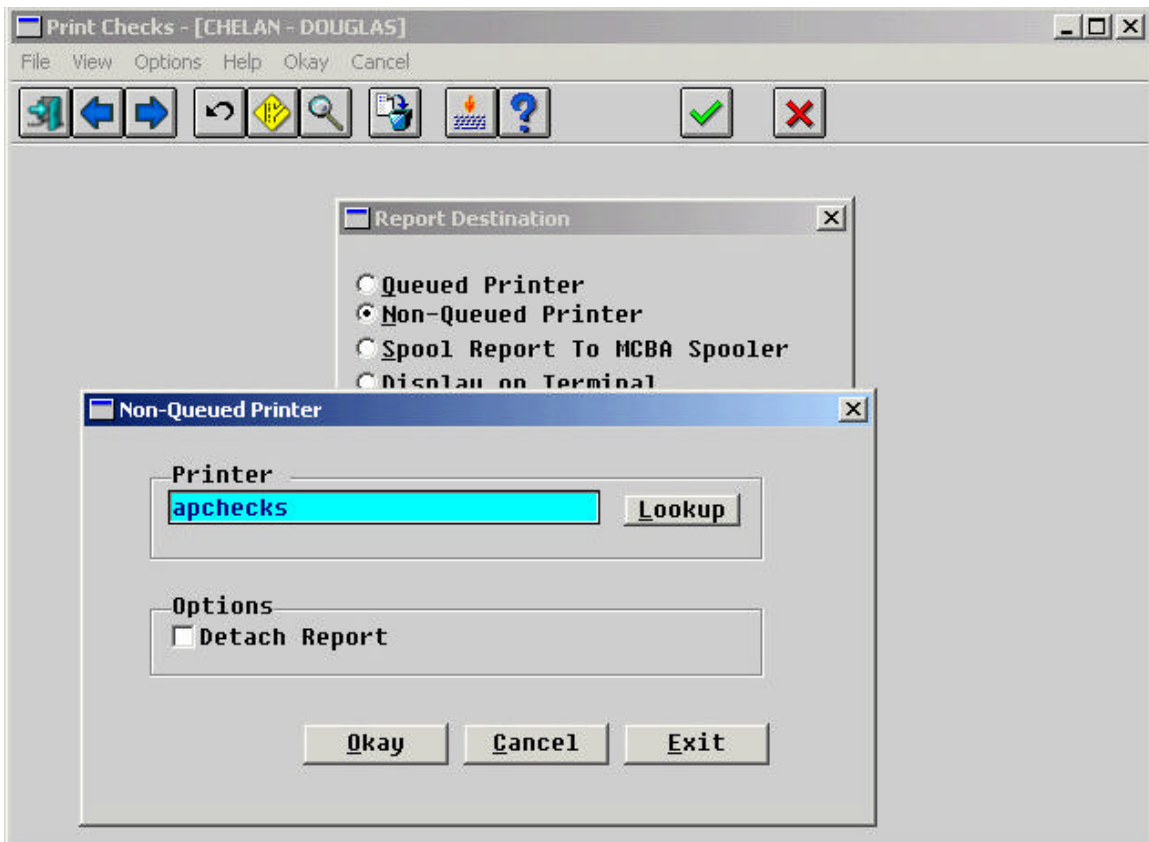


# On-Line Disbursements

This program was developed by Geneva to streamline and automate the process of entering and paying client related invoices. Some of our customers refer to such transactions as “Flex Funds” or “Protected Payee Transactions”. This program prints checks as the invoice information is entered --- one at a time. The program is usually placed on the Check Processing menu:

The first screen will prompt you for a printer designation. Since you will be printing checks as the transactions are entered the program must know which printer to print. Use whatever printer and printer specification you would normally use for A/P checks.



Once this has been accomplished you will be prompted to load check forms to the printer.

- Bank Code:** Enter the desired checking account that these funds are to be Disbursed from. If the bank code is not on file then set it up under Maintenance.
- Check Date:** Cash will be Credited and Expenses will be Debited on this date
- Check Number:** Specify a valid check number – you can visually confirm this by Looking at the next check to print on the printer
- Check Amount:** Dollar amount of the check to be printed
- Vendor:** Specify a valid vendor number (payee)
- Address:** The main vendor address will default but you have an opportunity To modify these fields (if so desired)
- Check Description:** This will appear on the check stub so you may enter something to Describe “what” this check is being printed for (or for whom)
- Invoice Number:** Enter a unique number (perhaps the same as the check number)

Once the screen is filled out press Pfkey-11 and the second screen will be displayed:

**Voucher Entry - [CHELAN - DOUGLAS]**

File View Options Help Okay Cancel

Vendor **STAND1** Type **Prepaid** Voucher **115** Amount **12.00**  
**STANDARD INSURANCE COMPANY** Invoice **45010**

Account Number	Description	Job	Amount

Next Dist Code: Remaining: **12.00**

This screen is where you expense the items on the check that is about to be printed. It is the same as the Expense Distribution screen used during normal voucher entry. Once the accounts have been entered, press Pfkey-11 and the printer should print the check.

Press **OKAY** if the checks are correct.

Okay Cancel Exit

Look at the check that was just printed and verify that it is correct. Press Pfkey-11 to continue processing for the next client check. Repeat this process until all of the client checks (flex funds) are processed.

## Unposted Prepaid Vouchers

It is very important to know where these transactions reside. Each time a check was printed and verified that it is Okay the program created an Unposted Prepaid Voucher record. You should print a Voucher Edit List and eventually Post these transactions (see screen below) in order for them to be considered final transactions and available for interface to General Ledger.

**Voucher Entry - [CHELAN - DOUGLAS]**

File View Options Help Okay Cancel

Change

Voucher No  Voucher Date  Type

Vendor    Installation

Remit-to

PO Number  PO Balance

Vendor Invoice  Applies To

Reference  Location

Invoice Date  Invoice Amt

Non-Disc Amt  Misc Charges  Sales Tax  Freight

D:  D:  D:

**Prepaid Info**

Bank Code

Check No  Check Date

A/P Acct

