

Payable Check Run

Category: Payable Check Run | Created: March 21, 2026 | Updated: September 01, 2026

Payables Check Run

Overview

Use this option to create payment for one or more AP Bills, by check or adjustment (EFT). Printing of the checks actually occurs in the [Check Writer](#) option, not with the Print button on this screen.

Screen Location - Main Menu > Accounts Payable > Payable Check Run

Select	Vendor	Due Date	Invoice	Inv Date	Total Amt	Disc	Total Paid	Cur Bal	Amt To Pay
☒	Columbia River Dump	3/14/2018	52625	3/14/2018	\$340.00	\$0.00	\$0.00	\$340.00	\$340.00
☒	JL Materials	3/25/2018	12345	2/23/2018	\$940.51	\$0.00	\$0.00	\$940.51	\$940.51
☒	E&A Truck Repair	2/14/2018	152615	2/14/2018	\$5,420.00	\$0.00	\$0.00	\$5,420.00	\$5,420.00
☐	Burns Dave B	2/14/2018	1311	1/15/2018	\$383.18	\$0.00	\$0.00	\$383.18	\$0.00
☐	Finger Lakes Transport	2/14/2018	1310	1/15/2018	\$1,126.40	\$0.00	\$0.00	\$1,126.40	\$0.00
☐	Jim Johnson Trucking	2/14/2018	1313	1/15/2018	\$652.95	\$0.00	\$0.00	\$652.95	\$0.00
☐	Tarr Brothers DTS	2/14/2018	1308	1/15/2018	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00
☐	JL Materials	1/6/2018	123433	12/7/2017	\$763.55	\$0.00	\$0.00	\$763.55	\$0.00
☐	Phils Fuel Service	10/23/2017	FAM-1026	10/23/2017	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00
☐	Jim Johnson Trucking	5/4/2017	1233	4/4/2017	\$5,060.00	\$0.00	\$0.00	\$5,060.00	\$0.00
☐	Finger Lakes Transport	5/4/2017	1231	4/4/2017	\$242.00	\$0.00	\$0.00	\$242.00	\$0.00
☐	Hankins Transportation	5/4/2017	1234	4/4/2017	\$27,570.09	\$0.00	\$0.00	\$27,570.09	\$0.00
☐	Henry Frerk Sons, Inc.	4/22/2017	1230	3/23/2017	\$1,147.50	\$0.00	\$0.00	\$1,147.50	\$0.00
☐	Homeowners Industrial	3/15/2017		3/15/2017	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00
☐	AK Trucking Inc	4/12/2017	2782727	3/13/2017	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00
☐	Dirt & Concrete Deposit	4/5/2017	52362	3/6/2017	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00
☐	Jim Johnson Trucking	4/5/2017	1226	3/6/2017	\$88.00	\$0.00	\$0.00	\$88.00	\$0.00
☐	Tarr Brothers DTS	4/5/2017	1227	3/6/2017	\$40.00	\$0.00	\$0.00	\$40.00	\$0.00
☐	Cowboy Boulder and S	3/23/2017	2727729	2/21/2017	\$230.37	\$0.00	\$0.00	\$230.37	\$0.00
☐	Homeowners Industrial	2/15/2017	5226	2/15/2017	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00
Totals					\$121,418.21		(\$414.00)	\$121,832.21	\$6,700.51

Payment Type - Select Check to print checks, or Adjustment for EFT payments.

Vendor Types - If you wish to pay only material suppliers, or subcontractors, then you can filter the list to only those vendor bills.

Bank Account - Change this if you wish to pay from an account other than your default bank account.

Next Check - This prompt will appear only if the Payment Type is Check.

Enter the number of the next laser check to be printed. **IMPORTANT:**

Double-check this for every check run. If it is wrong, you will need to change the check numbers on all of the generated checks.

Adj Type - This prompt will appear only if the Payment Type is Adjustment.

Enter the adjustment type code (ex: EFT).

Check Date - This will be the transaction (check or adjustment) date. This date determines which [Financial Period](#) your check or EFT adjustment will be posted to.