
Apply A/P Credits to Invoices with Zero Dollar Check

Overview

There may be instances in which an A/P Vendor has an account balance of zero, but has one or more open invoices along with one or more credit memos offsetting the invoices. A zero amount check may be printed to pay the open transactions. This may be necessary if you no longer do business with this vendor. By “paying” the transactions with a zero dollar amount check, they no longer print as open/unpaid on an aging report.

How to Apply Credits to Invoices by Printing a Zero Dollar Amount Check

Use the **Transactions Payment Screen** to manually select each invoice and credit memo for payment. Pressing F3 to “select all” cannot be used when the total of invoices and memos equals zero. When you have finished selecting individual transactions for payment, the check total amount at the bottom of the screen will show 0.00. Press F12 to exit this screen. (Note: The Tab=Pay option cannot be used to enter a zero amount check on this screen.)

The zero dollar check will be printed the next time you “**Print Checks**.” Invoices and Memos will print on the check stub as usual. In the check portion, the program will print \$0.00 for the numeric amount and *****and No/100 Dollars for the “word” amount.

Rather than waiting for the next check run, the “**Print Checks**” program can be run for ONE specific vendor. When using the “Print Checks” program for one vendor, the “Specify Output Order” should be 1 for Vendor ID. The vendor ID for the zero dollar check should be entered in both the START NUMBER and STOP NUMBER fields. Since this check will not be mailed to the vendor, the check can be printed on plain paper and then stapled to the “real” check for your files.