

OpenERP Check Writing Documentation (US)

February 24, 2011

Version 1.0



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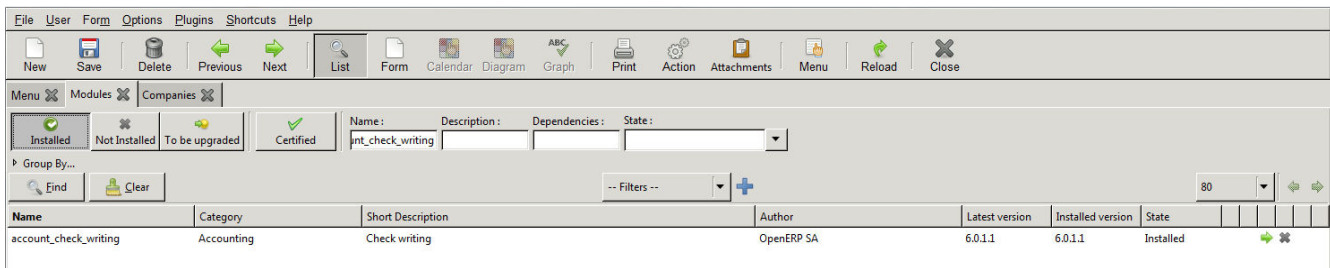
OVERVIEW

OpenERP provides easy-to-use check writing capabilities starting with version 6. Users can manage their check writing process by installing the account_check_writing module. The module provides users a variety of check writing capabilities:

- Ability to make supplier payments with checks
 - Support paying a single and multiple outstanding supplier invoices with one check
- Support printing checks in three formats: Top voucher check, middle voucher check, and bottom voucher check,
- Support both pre-printed check (check # already printed), and blank check stock
- Printing an individual check
- Printing multiple checks in batch (printing multiple checks at one time)
- Reprinting checks
- Voiding checks
- Tracking Stop Payment assignment on checks
- Printing replacement checks
- Manage errors that can occur during check printing
- Tracking check status
- Support US check format
- And provide a foundation to support additional check formats in the future (e.g. Mexico, Canada, Europe)

Setup Of Check Writing

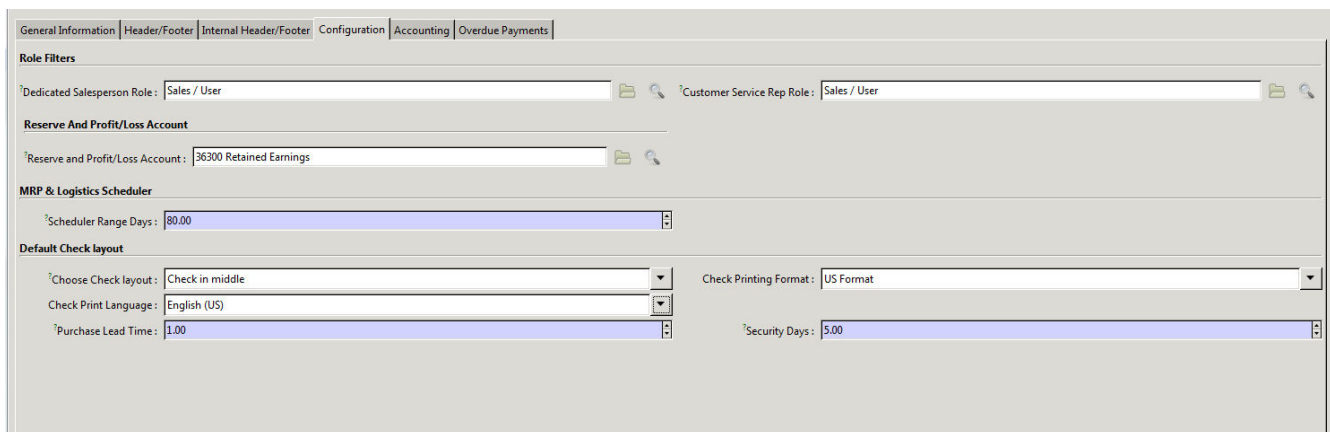
Install the account_check_writing module.



Setup the company configuration for check writing.

Assign check format.

Administration >>> Companies >>> Companies on the Configuration Tab



Select the Check Layout used at the company:

- Check on Top
- Check in Middle
- Check on Bottom

Select the Check Printing Format

- US Format – prints the check with US standard “Amount in Words”.
 - (e.g One-Thousand Five Hundred Twenty-Three and 56/100s *****)
- European Format – Print the check with Euro embedded in the “Amount in Words”.

Select Check Print Language

Select the country the Print language is targeted to use.

Setup a Journal for Check Writing

Individual accounting journals should be setup for each bank account used to write checks in OpenERP. Each journal needs to be configured to allow check writing, the type of check stock used (preprinted, or blank), which accounts to post transactions to, and the check numbering sequence associated with a specific check journal. Each bank account used for check writing should have it's own bank writing journal, and a unique sequence number for tracking the Check Numbering in an account.

To setup a check writing journal navigate to:

Accounting >>> Configuration >>> Financial Accounting >>> Journals

Click New.

The journal you will set-up is designed specifically to Pay Suppliers with an outstanding Account Payable (the most common check writing activity in a business). When a check is written the Journal will be setup to make the following accounting entries:

G/L Number / GL Account Name	Debit	Credit	Comment
20100 Accounts Payable Trade	XXXX.XX		The amount you owe a supplier is reduced since you are pay them.
10200 Master Checking Bank Account		XXXX.XX	The balanced in the Checking account is reduced since you are withdrawing funds from a Bank Account when you write a check.

Enter values in the following fields:

Journal Name

Status

Code

Type – must be Bank and Cheques <--- Note Cheques is the same as Checks in the US

Default Debit Account – typically this is your Account Payable account

Default Credit Account – this will be the G/L account number associated with the bank account from which the check is written against. (NOTE: Each Bank Account should have its own G/L Account in OpenERP).

Display Mode – Bank/Cash Journal View

Allow Canceling Entries – Checked

Allow Check Writing – Checked

Use Preprinted Checks – Checked if you have preprinted Check Stock (the check number is preprinted on the check prior to printing).

KEY TERM: PRE-PRINTED CHECK STOCK - the check number is preprinted on the Check and voucher sections of the voucher check.

KEY TERM: VOUCHER CHECK - a check with 3 sections: The check portion, an informational portion for the recipient of the check (Supplier), an informational portion for accounting at the company that wrote the check.

Entry Sequence – select a sequence number (this is the unique sequence number used to track the transactions in this Journal).

Check Sequence – this is the check numbering used by OpenERP. Your check stock starting number should equal the number setup in this sequence.

USER VERIFICATION: VERIFY YOUR CHECK SEQUENCE NUMBER EQUALS YOUR CHECK STOCK IN PRINTER

Setup a sequence number for tracking checks on a specific bank account.

Open the Check Sequence

The screenshot shows the 'OpenERP - Check Sequence' window. At the top, there are fields for 'Name' (Check Stock - Master Checking), 'Code' (Checking Account Payments), and 'Active' (checked). Below this is a tabbed interface with 'Sequence' and 'Fiscal Years' tabs. The 'Sequence' tab is active, showing fields for 'Prefix' (empty), 'Suffix' (empty), 'Number padding' (5), 'Increment Number' (1), and 'Next Number' (4). A legend section below these fields lists various formatting codes: Current Year with Century: %(year)s, Day of the year: %(doy)s, Hour 00->24: %(h24)s, Current Year without Century: %(y)s, Week of the year: %(woy)s, Hour 00->12: %(h12)s, Month: %(month)s, Day of the week (0:Monday): %(weekday)s, Minute: %(min)s, Day: %(day)s, Second: %(sec)s. At the bottom right are 'Cancel' and 'OK' buttons.

Verify the Next Number in the Sequence = the next number on your blank check stock to be printed.

Click OK.

PAY A SUPPLIER INVOICE BY WRITING A CHECK

With account_check_writing users can make Supplier Payments via check. This allows a user to select which invoices to pay and print a check paying those invoices.

NOTE: In OpenERP – the Payment is required be posted prior to being able to print a check.

Navigate to:

Accounting >>> Suppliers >>> Supplier Payment

Click New.

Enter the following information:

1. Supplier you're paying. This will list their outstanding invoices.
2. Total = Amt of check to be written
3. Payment Method - select the "Journal name associated with the Bank Account you're writing the checks against" (e.g. Check Writing Master Checking)
4. For each outstanding invoice you want to pay enter and amount.

Click Validate.

The screenshot displays the 'Supplier Payment' form in OpenERP. At the top, there's a menu bar with options like New, Save, Delete, Previous, Next, List, Form, Calendar, Diagram, Graph, Print, Action, Attachments, Menu, Reload, and Close. Below the menu, the form is divided into several sections. The 'Supplier' field is set to 'Test Supplier 1'. The 'Total' field shows '1000.00'. The 'Payment Method' is 'Check Writing Master Checking (USD)' and the 'Date' is '02/23/2011'. The 'Payment Information' section shows a table of 'Supplier Invoices and Outstanding transactions' with columns for Journal Item, G/L Account, Date, Due Date, Original Amt, Amt Due, and Payment Amt. The table lists three invoices: EX/2011/006 (PO000007), 2011-00012 (EX/2011/007), and EX/2011/008 (Supplier's Invoice #). The 'Credits' section shows a table with columns for Journal Item, G/L Account, Date, Original Amt, and Payment Amt, listing two entries: 1006 and 1008. The 'Internal Notes' section is empty. The 'Payment Options' section shows 'Payment Difference' set to 'Keep Open'. At the bottom, there's a 'State' dropdown set to 'Draft', and buttons for 'Cancel', 'Validate', and 'Print Check'.

Journal Item	G/L Account	Date	Due Date	Original Amt	Amt Due	Payment Amt
EX/2011/006 (PO000007)	20100 Accounts Payable Trade	02/15/2011	03/17/2011	100.00	100.00	0.00
2011-00012 (EX/2011/007)	20100 Accounts Payable Trade	02/20/2011	03/22/2011	100.00	100.00	0.00
EX/2011/008 (Supplier's Invoice #)	20100 Accounts Payable Trade	02/20/2011	03/22/2011	20.00	20.00	0.00
EX/2011/009 (Invoice #1234)	20100 Accounts Payable Trade	02/23/2011	03/25/2011	1,000.00	1,000.00	1,000.00

Journal Item	G/L Account	Date	Original Amt	Payment Amt
1006	20100 Accounts Payable Trade	01/28/2011	1,000.00	0.00
1008	20100 Accounts Payable Trade	02/15/2011	1,000.00	0.00

The Supplier Payment is now Posted and accounting journal entries have been made.

Menu **Supplier Invoices** **Supplier Invoice** **Supplier Payment**

Supplier: Test Supplier 1 Total: 1,000.00 One Thousand and no/100s Voucher

Check Number: Payment Method: Check Writing Master Checking (USD) Date: 02/23/2011 View Log

Payment Ref: Memo:

Payment Information Journal Items

Period: 02/2011 Audit Complete: ☐

Move	Reference	Effective date	Statement	Partner	Account	Name	Debit	Credit	State	Reconcile	Amount	Currency
00004		02/23/2011		Test Supplier 1	20000 Accounts Payable Trade	EXU/2011/009	1,000.00	0.00	Valid	A127	1,000.00	
00004		02/23/2011		Test Supplier 1	10200 Master Checking	/	0.00	1,000.00	Valid		1,000.00	

State: Posted Unreconcile Print Check

No record selected State:

As validation of the payment a user can also lookup a specific Supplier Invoice and look at the Payment tab. This shows the payments associated with a specific Supplier Invoice for future reference.

Menu **Supplier Invoices** **Supplier Invoice**

Journal: Purchase Journal Number: EXU/2011/009 Currency: USD (\$) Invoices

Supplier: Test Supplier 1 Invoice Address: Purchasing, United States Gr Fiscal Position: Jonco Invoice Jasper

Invoice Date: 02/23/2011 Invoice Period: 02/2011 (keep empty to use the current period) Invoices with Layout

Invoice Other Info Payments Invoices with Layout and Message

Payment Date	Reference	Name	Journal	Debit	Credit	Amount	Currency
02/23/2011	EXU/2011/009	Check Writing Master Checking (USD)		1,000.00	0.00	1,000.00	USD (\$)

Records: 1 / 1 of 1 - Editing document (id 61) State:

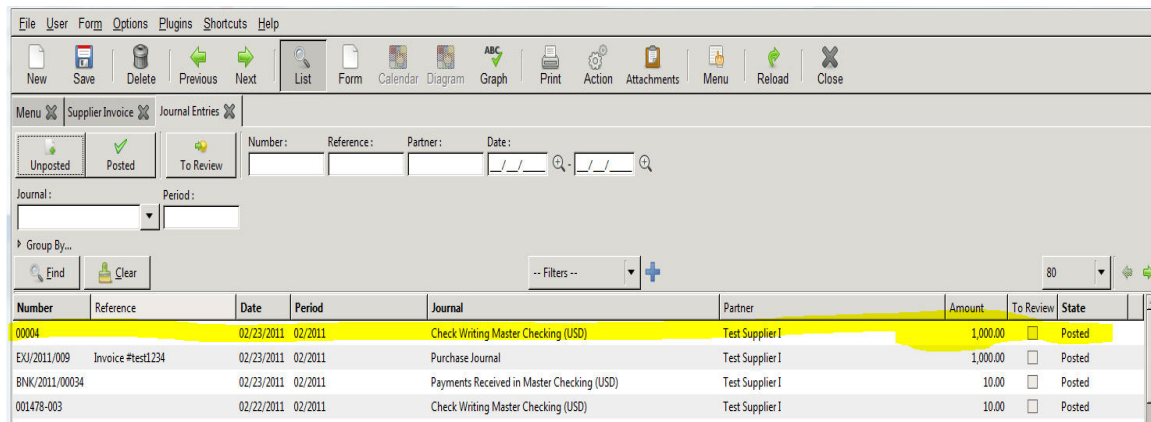
In a Supplier Payment list view OpenERP also shows the residual amt (amt remaining due) as zero(0) and the State as "Paid".

At this point the user has several options:

- Print Now
- Print Later – Individual Check
- Print Later – Batch Check Printing

Account Verification – Journal Entries

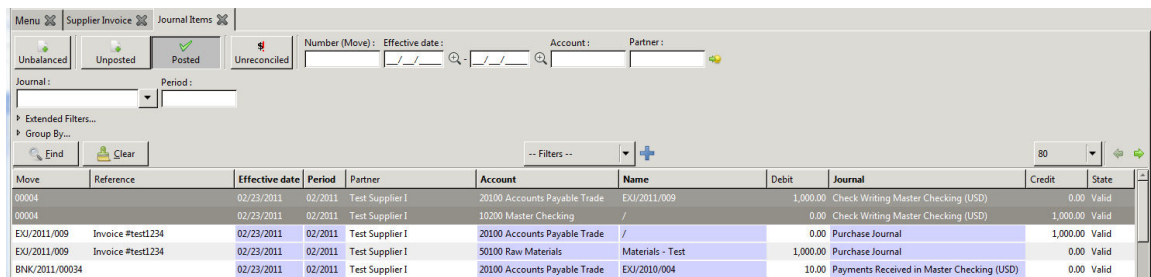
The Journal Entries have also been made in the Accounting Journal.
Number 0004 represents the accounting move (transaction).



Number	Reference	Date	Period	Journal	Partner	Amount	To Review	State
0004		02/23/2011	02/2011	Check Writing Master Checking (USD)	Test Supplier I	1,000.00	<input type="checkbox"/>	Posted
EXJ/2011/009	Invoice #test1234	02/23/2011	02/2011	Purchase Journal	Test Supplier I	1,000.00	<input type="checkbox"/>	Posted
BNK/2011/00034		02/23/2011	02/2011	Payments Received in Master Checking (USD)	Test Supplier I	10.00	<input type="checkbox"/>	Posted
001478-003		02/22/2011	02/2011	Check Writing Master Checking (USD)	Test Supplier I	10.00	<input type="checkbox"/>	Posted

Individual Journal Items (shows each side of the transaction separately)

Each account.move (0004) is associated with multiple accounting move lines – or individual entries for each side of the transaction. (Note: If this was compound entry more than two lines would be displayed.)

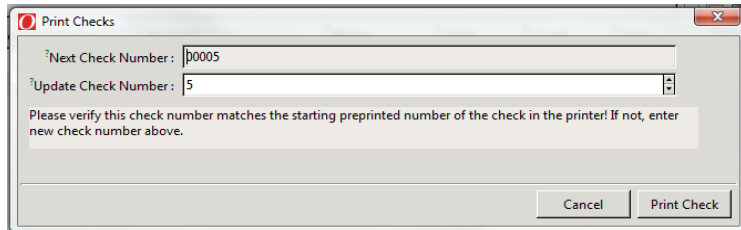


Move	Reference	Effective date	Period	Partner	Account	Name	Debit	Journal	Credit	State
0004		02/23/2011	02/2011	Test Supplier I	20100 Accounts Payable Trade	EXJ/2011/009	1,000.00	Check Writing Master Checking (USD)	0.00	Valid
0004		02/23/2011	02/2011	Test Supplier I	10200 Master Checking	/	0.00	Check Writing Master Checking (USD)	1,000.00	Valid
EXJ/2011/009	Invoice #test1234	02/23/2011	02/2011	Test Supplier I	20100 Accounts Payable Trade	/	0.00	Purchase Journal	1,000.00	Valid
EXJ/2011/009	Invoice #test1234	02/23/2011	02/2011	Test Supplier I	50100 Raw Materials	Materials - Test	1,000.00	Purchase Journal	0.00	Valid
BNK/2011/00034		02/23/2011	02/2011	Test Supplier I	20100 Accounts Payable Trade	EXJ/2010/004	10.00	Payments Received in Master Checking (USD)	0.00	Valid

Printing A Check From The Supplier Payment Form

Click the Print Check Button on the Supplier Payment Screen.

OpenERP will display a window indicating the next check number it is prepared to print. The user should compare this starting number with the check number in your printer. Make sure the "Next Check Number" value displayed on the screen = the number of the check stock in your printer.



The 'Print Checks' dialog box contains two input fields: 'Next Check Number' with the value '00005' and 'Update Check Number' with the value '5'. Below these fields is a text instruction: 'Please verify this check number matches the starting preprinted number of the check in the printer! If not, enter new check number above.' At the bottom right are 'Cancel' and 'Print Check' buttons.

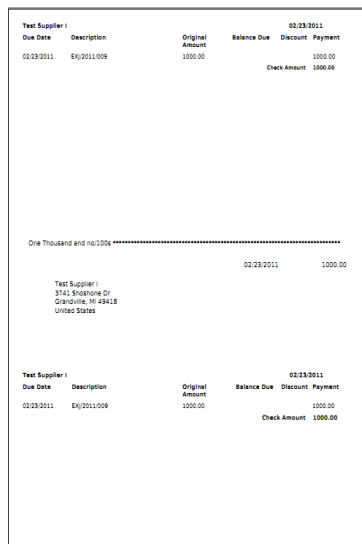
If yes, click the Print Check button.

If No, Enter the new check number in the Update Check Number field.

Click the Print Check button.

OpenERP will then:

- Print the Check
- Increment the Check Sequence Number
- Writes the check information to the check log
- Updates the Supplier Payment with the Check Number Printed



The check printout displays a table for 'Test Supplier 1' with columns: Due Date, Description, Original Amount, Balance Due, Discount, and Payment. The table shows a single entry for 02/28/2011 with a description of 'Exp/2011/009', an original amount of 1000.00, and a payment of 1000.00. Below the table, the amount is written in words: 'One Thousand and no/1000'. The check number '02/28/2011 1000.00' is printed. The supplier address is listed as 'Test Supplier 1, 3751 Shoshone Dr, Grandville, MI 49428, United States'. The table is repeated at the bottom of the page.

Test Supplier 1					
Due Date	Description	Original Amount	Balance Due	Discount	Payment
02/28/2011	Exp/2011/009	1000.00			1000.00
Check Amount: 1000.00					

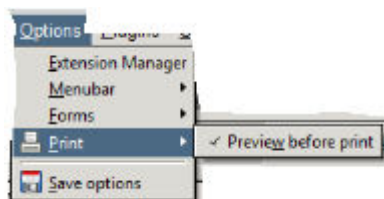
One Thousand and no/1000

02/28/2011 1000.00

Test Supplier 1
3751 Shoshone Dr
Grandville, MI 49428
United States

Test Supplier 1					
Due Date	Description	Original Amount	Balance Due	Discount	Payment
02/28/2011	Exp/2011/009	1000.00			1000.00
Check Amount: 1000.00					

NOTE: In the GTK+ Client, OpenERP will immediately print the check if the system is configured to not display a preview first. Top Menu: Options >>> Print >>> Preview Before Print



Menu Supplier Invoices Supplier Invoice Supplier Payment

Supplier: Test Supplier I Total: 1000.00 One Thousand and no/100s Voucher Print

Check Number: 00005 Payment Method: Check Writing Master Checking (USD) Date: 02/23/2011 View Log

Payment Ref: Memo:

Payment Information Journal Items

Period: 02/2011 Audit Complete?: ☐

Move	Reference	Effective date	Statement	Partner	Account	Name	Debit	Credit	State	Reconcile	Amount	Currency
00004		02/23/2011		Test Supplier I	20100 Accounts Payable Trade	EXI/2011/009	1,000.00	0.00	Valid	A127	1,000.00	
00004		02/23/2011		Test Supplier I	10200 Master Checking	/	0.00	1,000.00	Valid		1,000.00	

State: Posted Unreconcile Print Check

No record selected State:

In the Supplier Payment List view the Check No can now be seen displayed in the list.

Menu Supplier Invoices Supplier Invoice Supplier Payment

Draft Posted To Review

Date: / / Number: Supplier:

Journal: Period:

Extended Filters... Group By...

Find Clear -- Filters -- 80

Date	Number	Ref #	Partner	Journal	Check Number	Total	State
02/23/2011	00004		Test Supplier I	Check Writing Master Checking (USD)	00005	1,000.00	Posted
02/23/2011	BNK/2011/00034		Test Supplier I	Payments Received in Master Checking (USD)		10.00	Posted
02/22/2011	BNK/2011/00033		Test Supplier I	Payments Received in Master Checking (USD)		0.00	Posted
02/22/2011	001478-003		Test Supplier I	Check Writing Master Checking (USD)		10.00	Posted
02/22/2011	001478-002		Test Supplier I	Check Writing Master Checking (USD)		10.00	Posted
02/22/2011	BNK/2011/00032		Test Supplier I	Payments Received in Master Checking (USD)		20.00	Posted
02/20/2011			Test Supplier I	Check Writing Master Checking (USD)		0.00	Draft

A list of all checks written against a specific Journal can be displayed using the Filters and Group By buttons. . .

MANAGING CHECK PRINTING

When printing checks several situations may occur when things don't go exactly as planned that the accounting staff need to deal with such as:

- A preprinted check is ruined (jammed in the printer, coffee spilled on the check, the company dog ate it!)
- The accountant/user forgot to check the check stock in the printer and the actual check printed has different number than what was recorded in OpenERP on the Supplier Payment.

The Check Writing Module in OpenERP has been designed to handle these situations in a simple and easy approach.

Printing A Replacement Check (Pre-printed Checks)

If a company is using pre-printed checks, the only way to "reprint" a check is to actually print a "replacement check". There are two ways to replace an existing check already associated with a Supplier Payment when preprinted checks are used:

- Print Replacement Check (New Check) from the Supplier Payment Form View
- Print Replacement Check (New Check) from the Supplier Payment List View.

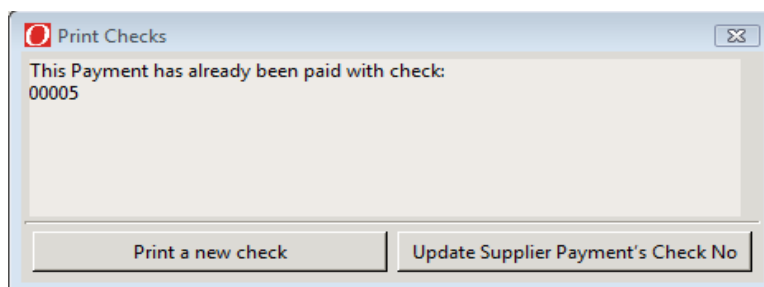
We'll review both methods.

Reprint Replacement Check (New Check) from Supplier Payment Form View

Open the Supplier Payment associated with the check you want to replace.

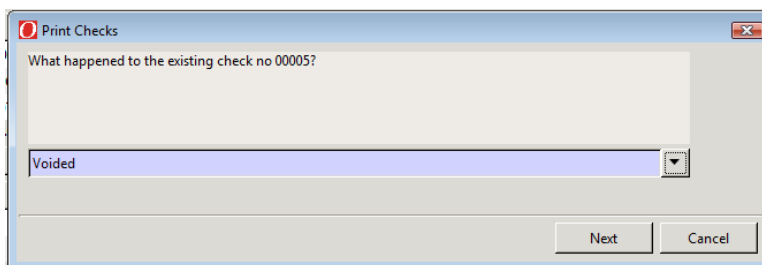
Click the Print Check button.

OpenERP will first check to see if the Check Number field is already populated for a Supplier Payment. If it is, OpenERP will display the following wizard.



User clicks the "Print a New Check" Button.

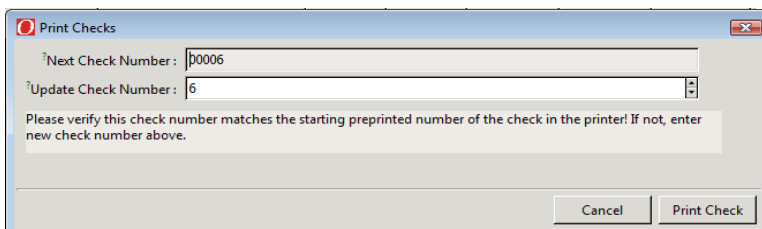
OpenERP displays the Print Wizard Asking "What happened to the Existing Check?"



The 'Print Checks' dialog box has a title bar with a red close button. The main area contains the text 'What happened to the existing check no 00005?'. Below this is a dropdown menu with 'Voided' selected. At the bottom right are 'Next' and 'Cancel' buttons.

User selects an option and hits Next

OpenERP displays the following Window:



The 'Print Checks' dialog box shows two input fields: 'Next Check Number' with the value '00006' and 'Update Check Number' with the value '6'. Below these fields is a text box with the instruction: 'Please verify this check number matches the starting preprinted number of the check in the printer! If not, enter new check number above.' At the bottom right are 'Cancel' and 'Print Check' buttons.

The user verifies the "Next Check Number" is what's in the printer. If it matches the user clicks the Print Check button.

If no, the user updates the number in the Update Check Number field and clicks the Print Check.

OpenERP at this point will:

- Update old check's status in the Log with its updated disposition (Void, Stop Pay, Lost, Unknown)
- Remove the existing check number on the Supplier Payment
- Print a New Check
- Update the existing Supplier payment with the new check number.
- Increment the check sequence number.

The check number is updated in the system – which we show below in the Supplier Payment List view.

Menu		Supplier Invoice		Journal Entries		Supplier Payment													
Draft		Posted		To Review		Date: <input type="text"/> / <input type="text"/> / <input type="text"/>		Number: <input type="text"/>		Supplier: <input type="text"/>									
Journal: <input type="text"/>		Period: <input type="text"/>																	
Extended Filters...																			
Group By...																			
Find		Clear		-- Filters --										80					
Date	Number	Ref #	Partner	Journal								Check Number	Total	State					
02/23/2011	00004		Test Supplier I	Check Writing Master Checking (USD)								00006	1,000.00	Posted					
02/23/2011	BNK/2011/00034		Test Supplier I	Payments Received in Master Checking (USD)									10.00	Posted					
02/22/2011	001478-003		Test Supplier I	Check Writing Master Checking (USD)									10.00	Posted					
02/22/2011	BNK/2011/00032		Test Supplier I	Payments Received in Master Checking (USD)									0.00	Posted					

Reprint Replacement Check (New Check) from Supplier Payment List View

Open the Supplier Payment List View.

Highlight the Supplier Payment for which you want to Print a Replacement Check (a new check with a new check #).

Date	Number	Ref #	Partner	Journal	Check Number	Total	State
02/23/2011	00004		Test Supplier I	Check Writing Master Checking (USD)	00006	1,000.00	Posted
02/23/2011	BNK/2011/00034		Test Supplier I	Payments Received in Master Checking (USD)		10.00	Posted
02/22/2011	001478-003		Test Supplier I	Check Writing Master Checking (USD)		10.00	Posted
02/22/2011	BNK/2011/00033		Test Supplier I	Payments Received in Master Checking (USD)		0.00	Posted
02/22/2011	BNK/2011/00032		Test Supplier I	Payments Received in Master Checking (USD)		20.00	Posted

Click the Action button

OpenERP will check to see if the Check Number field is already populated. If yes, it will display the following wizard.

Print Checks

This Payment has already been paid with check:
00006

Print a new check Update Supplier Payment's Check No

Select Print a new Check Button.

Print Checks

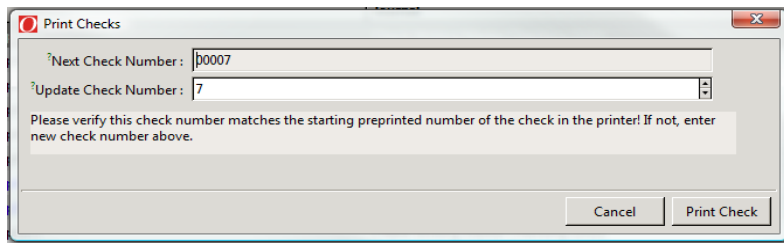
What happened to the existing check no 00006?

Stop Pay Placed

Next Cancel

User selects an option and hits Next

The user then verifies the Next Check Number display in the wizard is what's in the printer. If it matches the user clicks the Print Check button.

A screenshot of a 'Print Checks' dialog box. It has a title bar with a red 'X' button. Inside, there are two input fields: 'Next Check Number' with the value '00007' and 'Update Check Number' with the value '7'. Below these fields is a text box containing the instruction: 'Please verify this check number matches the starting preprinted number of the check in the printer! If not, enter new check number above.' At the bottom right, there are two buttons: 'Cancel' and 'Print Check'.

If it doesn't match what's in the print, the user updates the number in the Update Check Number field and clicks the Print Check button.

OpenERP at this point will:

- Update old check's status in the Log with the "answer"
- Remove the existing check number on the Supplier Payment
- Print a New Check
- Update the existing Supplier payment with the new check number.
- Increment the check sequence number.

Updating OpenERP to Match a Printed Check Number

This situation only presents itself when pre-printed check numbers are used. If "Blank" check stock is used this situation will not exist.

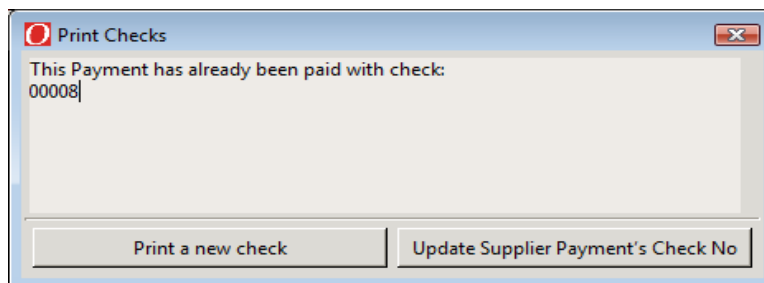
The scenario: The user forgot to check the number of the check stock in the printer prior to printing. The number on the check that was printed is different than the number OpenERP has saved. (e.g. Actual Check printed = 00010, and OpenERP shows the number as 00006 in the system). OpenERP must be updated to match the actual printed check. The user does this manually which can be done one of two ways:

From the Supplier Payment Form the user clicks the Print Check button.

or

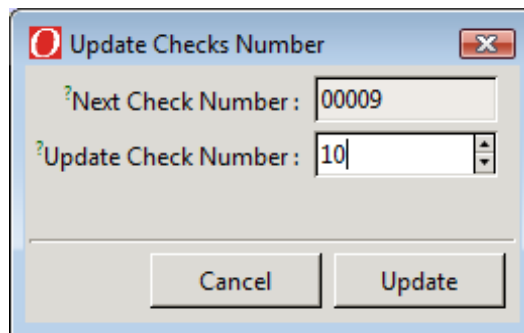
From the Supplier Payment List View the user highlights the Supplier Payment and clicks the Action Button.

The following window appears and the user clicks the "Update Supplier Payment's Check No" button.



OpenERP displays a window showing what it believes is the next check number to use.

The user fills in the Update Check Number field (in this scenario 10) to match what has actually been printed and then clicks Update. OpenERP is now updated.



OpenERP then:

- Removes the existing check number on the Supplier Payment
- Updates the existing Supplier payment with the new check number to match the printed check.
- Increments the check sequence number.

Reprint An Existing Check When Using Blank Check Stock

At times there is the requirement to reprint a check due to various reasons (e.g. Printer jammed, Check torn into pieces). When using Blank Check Stock (check stock with no preprinted Check No) it is possible to reprint an existing check.

Reprinting a replacement check is very simple.

From the Supplier Payment Form the user clicks the Print Check button.

or

From the Supplier Payment List View the user highlights the Supplier Payment and clicks the Action Button.

The following window appears and the user clicks the "Reprint an existing check" button.

OpenERP will then reprint an existing check with the same number.

PRINTING CHECKS IN BATCH

OpenERP check printing offers the capabilities to batch print checks. A user can print all the unprinted checks at one time. This allows accounting staff to record payments through the day for instance and then print checks all at once at the end-of-a-day.

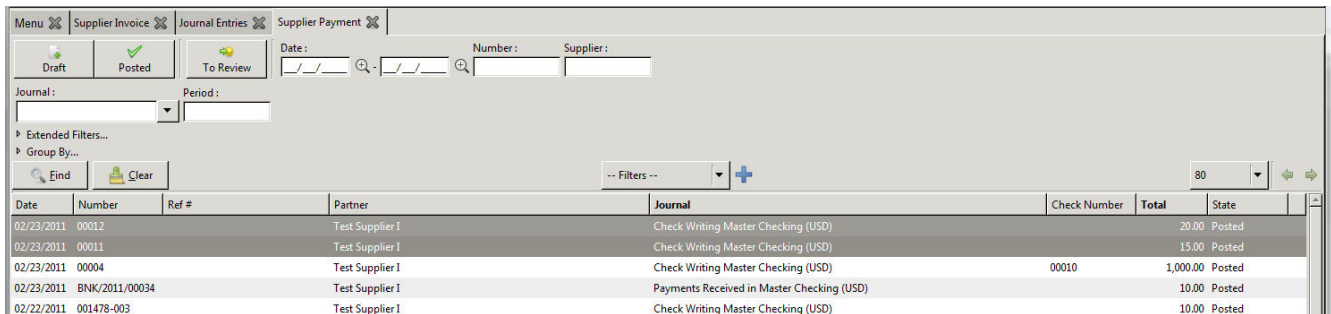
A key requirement of printing checks in batch is to validate the starting check number in the printer for preprinted check stock. This is of course, not a requirement for non-preprinted blank check stock.

Scenario: In the morning an accountant review the outstanding supplier invoices and decides to pay 2 of them. They make two supplier payments associated with the Check Writing journal – they plan on printing checks later in the day. They Post the supplier payments but do not “Print the checks” at time of posting. After a restful day and leisurely lunch that afternoon they decide to print the checks and send them to the customer.

The user does a search to look for Supplier Payments with the following criteria:

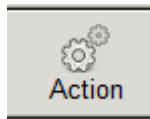
Journal = Check Writing Journal
Supplier Payment State = “Posted”
Check Number = Blank

The user highlights the payments they want to print in the Supplier Payment List View.

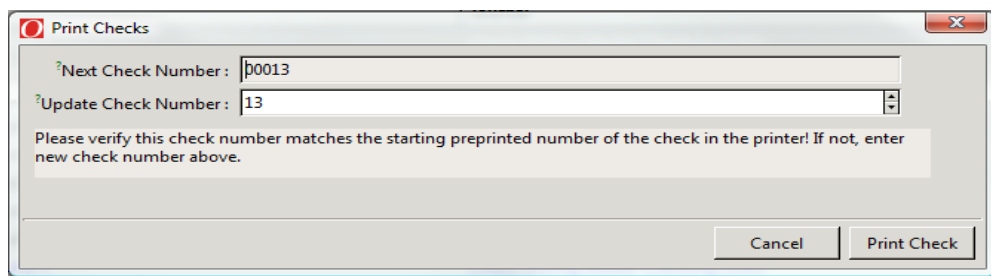


Date	Number	Ref #	Partner	Journal	Check Number	Total	State
02/23/2011	00012		Test Supplier I	Check Writing Master Checking (USD)		20.00	Posted
02/23/2011	00011		Test Supplier I	Check Writing Master Checking (USD)		15.00	Posted
02/23/2011	00004		Test Supplier I	Check Writing Master Checking (USD)	00010	1,000.00	Posted
02/23/2011	BNK/2011/00034		Test Supplier I	Payments Received in Master Checking (USD)		10.00	Posted
02/22/2011	001478-003		Test Supplier I	Check Writing Master Checking (USD)		10.00	Posted

The user clicks the Action Button



OpenERP display the Print Checks verify starting Check Number window.



Print Checks

Next Check Number : 00013

Update Check Number : 13

Please verify this check number matches the starting preprinted number of the check in the printer! If not, enter new check number above.

Cancel Print Check

The user verifies this Next Check Number matches the next check loaded in the printer. If it matches the user clicks the Print Check button. If not, the user update the Check number in the Update Check Number field to match, and then clicks Print Check.

OpenERP then:

- Assigns Check Numbers to each of the highlighted Supplier Payments.
- Prints Check for each of the payments.
- Updates the Check log file.
- Increments the check sequence number.

Menu Supplier Invoice Journal Entries Supplier Payment

Draft

Posted

To Review

Date: Q-

Number:

Supplier:

Journal:

Period:

Extended Filters...

Group By...

Find

Clear

-- Filters --

80

Date	Number	Ref #	Partner	Journal	Check Number	Total	State
02/23/2011	00012		Test Supplier I	Check Writing Master Checking (USD)	00013	20.00	Posted
02/23/2011	00011		Test Supplier I	Check Writing Master Checking (USD)	00014	15.00	Posted
02/23/2011	00004		Test Supplier I	Check Writing Master Checking (USD)	00010	1,000.00	Posted
02/23/2011	BNK/2011/00034		Test Supplier I	Payments Received in Master Checking (USD)		10.00	Posted
02/23/2011	001470 002		Test Supplier I	Check Writing Master Checking (USD)		10.00	Posted

Multiple checks assigned to Supplier Payments.

Test Supplier I

Due Date	Description	Original Amount	Balance Due	Discount	Payment
02/20/2011	EX/2011/008	20.00			
			Check Amount	20.00	

Twenty and no/100s *****

02/23/2011 20.00

Test Supplier I
3741 Shoshone Dr
Grandville, MI 49418
United States

Test Supplier I

Due Date	Description	Original Amount	Balance Due	Discount	Payment
02/20/2011	EX/2011/008	20.00			
			Check Amount	20.00	

Twenty and no/100s *****

02/23/2011 20.00

Test Supplier I
3741 Shoshone Dr
Grandville, MI 49418
United States

Test Supplier I

Due Date	Description	Original Amount	Balance Due	Discount	Payment
12/28/2010	EX/2010/003	15.00			
			Check Amount	15.00	

Fifteen and no/100s *****

02/23/2011 15.00

Test Supplier I
3741 Shoshone Dr
Grandville, MI 49418
United States

Test Supplier I

Due Date	Description	Original Amount	Balance Due	Discount	Payment
12/28/2010	EX/2010/003	15.00			
			Check Amount	15.00	

Fifteen and no/100s *****

02/23/2011 15.00

Test Supplier I
3741 Shoshone Dr
Grandville, MI 49418
United States

Sample: multiple checks printed (Pre-printed check format)

THE CHECK LOG FILE

The Check Log File's purpose is simple and follows the principle of "Every Check that is put into production (aka Printed, Lost, Stolen, taken out of the company safe and "in play") should have its disposition/status tracked. This is an important part of security related to check management and follows the sample principles used by many financial institution's own check stock.

A user viewing a Check Log can easily understand the status of checks, including:

Void status – when a check has been voided for some reason.

Stop Payment status – when a check has had stop payment placed on it.

Lost status – when a check has been lost.

Unknown – when the disposition is unknown

Written status – when a check has been written.

Cleared status – when a check has cleared (aka Paid) by the bank.

An accountant should be able to look at the check log file, or search the check log file and be able to easily understand the status of a check.

RECOMMENDATION: To better protect against check fraud, accountants may want to investigate Treasury and Cash management tools available from their financial institution such as Positive Pay (in which the company uploads their daily check file to the bank, and the bank will notify the company if the check presented for payment doesn't match the upload check: payee, amount on the check, check number).

<To Be Added>

WHERE TO PURCHASE CHECKS FOR OPENERP?

OpenERP supports three types of voucher checks:

- Check on Top
- Check in Middle
- Check on Bottom

PAY TO THE ORDER OF \$ DOLLARS

MEMO

Voucher

Voucher Check Example

Checks that support the OpenERP Standard can be affordably purchased at Open-Supplies.com or by calling **1-877-907-6451** . Open-Supplies.com is a resource for affordable checks and supplies and donates a portion of it profits back to support open source applications every year.

