Multiple Check Option Field
in Check Setup - Vendors

The Multiple Check Option field within the Check Setup - Vendors option (for the format selected as the default for the applicable checking account) determines how a vendor's check will be handled if there is more detail information than will fit on the stub. There are three options available for the Multiple Check Option field; see **Diagram A**. Then in the examples below, four invoices for vendor Triangle School Service (as shown in **Diagram B**) were entered, posted, and paid during an Accounts Payable check cycle using each of the three different options for the Multiple Check Option field.
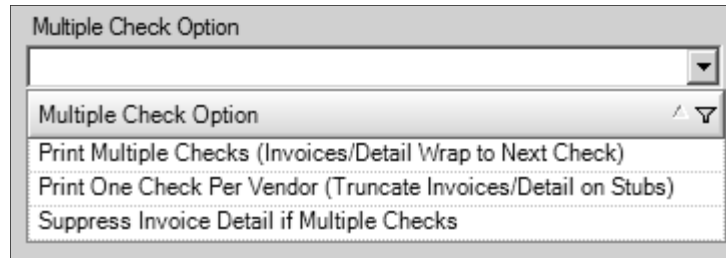

Diagram A

Iowa Lab Data		Board Report - Detail		Page: 1
09/18/2015 01:21 PM		Unposted; Batch Description Select Invoices to Pay		User ID: SAS
PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	

Checking Account ID 1   Fund Number 10   General Fund

	86451	Triangle School Service	09/15/2015		2,089.85
10 3200 1000 100 0000 610		Wooden rulers	324.00		
10 3200 1000 100 0000 610		Protractors	505.95		
10 2000 1000 100 0000 610		Protractors	305.95		
10 1000 1000 100 0000 610		Protractors	305.95		
10 2000 1000 100 0000 610		Wooden rulers	324.00		
10 1000 1000 100 0000 610		Wooden rulers	324.00		
	86459	Triangle School Service	09/17/2015		2,681.96
10 1000 1000 100 0000 610		Colored Pencils	468.75		
10 2000 1000 100 0000 610		Colored Pencils	281.25		
10 3200 1000 100 0000 610		Colored Pencils	281.25		
10 1000 1000 100 0000 641		Textbooks	417.90		
10 1000 1000 100 0000 642		Workbooks	417.90		
10 1000 1000 100 0000 610		Transparancies	67.41		
10 1000 1000 100 0000 610		Markers	299.00		
10 2000 1000 100 0000 610		Markers	224.25		
10 3200 1000 100 0000 610		Markers	224.25		
	86598	Triangle School Service	09/18/2015		3,585.50
10 1000 1000 100 0000 610		Colored Paper	673.75		
10 2000 1000 100 0000 610		Colored Paper	539.00		
10 3200 1000 100 0000 610		Colored Paper	539.00		
10 1000 1000 100 0000 610		Construction Paper	660.15		
10 2000 1000 100 0000 610		Construction Paper	586.80		
10 3200 1000 100 0000 610		Construction Paper	586.80		
	87009	Triangle School Service	09/18/2015		2,576.70
10 1000 1000 100 0000 610		Folders	290.00		
10 2000 1000 100 0000 610		Folders	253.75		
10 3200 1000 100 0000 610		Folders	217.50		
10 1000 1000 100 0000 610		Workbooks	698.25		
10 2000 1000 100 0000 610		Workbooks	618.45		
10 3200 1000 100 0000 610		Workbooks	498.75		
Total	Triangle School Service		10,934.01		

Diagram B

1) Print Multiple Checks (Invoices/Detail Wrap to Next Check): Prints all the detail as defined on the check setup, and if a check for a vendor includes more invoices/detail than will print on one check stub, the system writes the check for the amount of the invoices included (printed) on the check stub and then writes another check for the next set of invoices. See **Diagrams C** and **D** for the two checks (only the check stubs are shown) printed to vendor Triangle School Service using **Print Multiple Checks (Invoices/Detail Wrap to Next Check)** as the Multiple Check Option.

Diagram C

TRIANGLESC	Triangle School Service	Cust #		09/21/2015	1440
PO Number	Invoice #	Inv. Date	Amount		
Chart of Account Number		Detail Description		Detail Amount	
86451		09/15/2015	2,089.85		
10 1000 1000 100 0000 610		Protractors		305.95	
10 1000 1000 100 0000 610		Wooden rulers		324.00	
10 2000 1000 100 0000 610		Protractors		305.95	
10 2000 1000 100 0000 610		Wooden rulers		324.00	
10 3200 1000 100 0000 610		Wooden rulers		324.00	
10 3200 1000 100 0000 610		Protractors		505.95	
86459		09/17/2015	2,681.96		
10 1000 1000 100 0000 610		Colored Pencils		468.75	
10 1000 1000 100 0000 610		Transparancies		67.41	
10 1000 1000 100 0000 610		Markers		299.00	
10 1000 1000 100 0000 641		Textbooks		417.90	
10 1000 1000 100 0000 642		Workbooks		417.90	
10 2000 1000 100 0000 610		Colored Pencils		281.25	
10 2000 1000 100 0000 610		Markers		224.25	
10 3200 1000 100 0000 610		Colored Pencils		281.25	
10 3200 1000 100 0000 610		Markers		224.25	
Check Total: 4,771.81					

TRIANGLESC	Triangle School Service	Cust #		09/21/2015	1441
PO Number	Invoice #	Inv. Date	Amount		
Chart of Account Number		Detail Description		Detail Amount	
86598		09/18/2015	3,585.50		
10 1000 1000 100 0000 610		Colored Paper		673.75	
10 1000 1000 100 0000 610		Construction Paper		660.15	
10 2000 1000 100 0000 610		Colored Paper		539.00	
10 2000 1000 100 0000 610		Construction Paper		586.80	
10 3200 1000 100 0000 610		Colored Paper		539.00	
10 3200 1000 100 0000 610		Construction Paper		586.80	
87009		09/18/2015	2,576.70		
10 1000 1000 100 0000 610		Folders		290.00	
10 1000 1000 100 0000 610		Workbooks		698.25	
10 2000 1000 100 0000 610		Folders		253.75	
10 2000 1000 100 0000 610		Workbooks		618.45	
10 3200 1000 100 0000 610		Folders		217.50	
10 3200 1000 100 0000 610		Workbooks		498.75	
Check Total: 6,162.20					

In this example, two checks (check #1440 and check #1441) were printed to Triangle School Service. One check is written for the first two invoices that would fit on the stub and the other one is for the last two invoices.

Diagram D

2) Print One Check Per Vendor (Truncate Invoices/Detail on Stubs): Prints all the detail as defined on the check setup, and if a check for a vendor includes more invoices/detail than will print on one check stub, the system writes only <u>one</u> check for the total of all the invoices but only prints as many invoices/detail that will fit on the one stub and then truncates the rest. See **Diagram E** for the one check (only the check stub is shown) printed to vendor Triangle School Service using **Print One Check Per Vendor (Truncate Invoices/Detail on Stubs)** as the Multiple Check Option.

TRIANGLESC	Triangle School Service		Cust #		09/21/2015	1440
PO Number	Invoice #		Inv. Date	Amount		
Chart of Account Number			Detail Description		Detail Amount	
	86451		09/15/2015	2,089.85		
10 1000 1000 100 0000 610			Protractors		305.95	
10 1000 1000 100 0000 610			Wooden rulers		324.00	
10 2000 1000 100 0000 610			Protractors		305.95	
10 2000 1000 100 0000 610			Wooden rulers		324.00	
10 3200 1000 100 0000 610			Wooden rulers		324.00	
10 3200 1000 100 0000 610			Protractors		505.95	
	86459		09/17/2015	2,681.96		
10 1000 1000 100 0000 610			Colored Pencils		468.75	
10 1000 1000 100 0000 610			Transparancies		67.41	
10 1000 1000 100 0000 610			Markers		299.00	
10 1000 1000 100 0000 641			Textbooks		417.90	
10 1000 1000 100 0000 642			Workbooks		417.90	
10 2000 1000 100 0000 610			Colored Pencils		281.25	
10 2000 1000 100 0000 610			Markers		224.25	
10 3200 1000 100 0000 610			Colored Pencils			
10 3200 1000 100 0000 610			Markers			
Check Total:	10,934.01					

In this example, one check (check #1440) was printed to Triangle School Service for the total of all four invoices; only part of the detail fits on the stub and the remaining detail was truncated.

Diagram E

3) Suppress Invoice Detail if Multiple Checks: Omits the information from printing in the Detail section on a vendor's check if there is more detail than will print on one stub (check); however, if a check for a vendor includes more invoices than will print on one check stub, the system will still write multiple checks (will print separate checks for each set of invoices included on each check). See **Diagram F** for the one check (only the check stub is shown) printed to vendor Triangle School Service using **Suppress Invoice Detail if Multiple Checks** as the Multiple Check Option.

TRIANGLESC	Triangle School Service		Cust #		09/21/2015	1440
PO Number	Invoice #		Inv. Date	Amount		
Chart of Account Number			Detail Description		Detail Amount	
	86451		09/15/2015	2,089.85		
	86459		09/17/2015	2,681.96		
	86598		09/18/2015	3,585.50		
	87009		09/18/2015	2,576.70		
Check Total:	10,934.01					

In this example, one check (check #1440) was printed to Triangle School Service for the total of all four invoices; all the detail information is suppressed on the check stub.

Diagram F