



<b>Rux Software</b>	bill@opendoorerp.com
	September 26, 2025
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# 1. Advanced Payables Overview

## 1.1. ODT Advance Payables Overview

### 1.1.1. Overview

ODT AP provides users with more options to choose from when dealing with printing and signing checks, and other payables activities. ODT AP includes three main functional enhancements:

- Advanced AP Check
- Automated Check Signing
- Miscellaneous Vendors

Advanced AP Check provides extra functionality for printing and formatting checks. Users can now select from multiple different check layouts when printing a check, including Check-Stub-Stub, Stub-Check-Stub, and Stub-Stub-Check. There are also options available to add company logos to checks. Additionally, refinements have been made to check numbers on void checks, and a separate remittance can be requested at the time of printing.

Automated Check Signature allows for checks to automatically have a signature added when printing. Multiple signatures can be set up on each bank account, and limits can be specified so that only checks below a



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specified amount will have a signature added.

A Miscellaneous Vendor option has now been added to vendor cards. A vendor that has been identified as a miscellaneous vendor can have the name, address, and invoicing information of the vendor entered directly on the purchase invoice or credit memo header. This allows users to make purchases from vendors that are used infrequently, without having to create a separate vendor card each time a purchase is made. Standard Payment Journal, Suggest Vendor Payments, and Navigation functions can be used as normal.

### 1.1.2. Notes for Uninstalling

It is important to note that when uninstalling the app the check report ID under Report Selection - Bank Account will not change automatically. The check report ID must be manually changed to a valid report ID after uninstalling the app.

## 1.2. ODT AP Permissions

### 1.2.1. ODT AP Permissions Set Up

In order to setup and process service, permission modeling is required to apply the proper level of security.

ODT AP has two Advanced Payable specific Permission Sets called "ODT AP, Edit" and "ODT AP, View" which must be added to any users' Permission Sets who require access to the AP functionality.

All users require the D365 BASIC Permission Set as this is a required assignment for Microsoft Dynamics 365 Business Central.

In addition to the D365 BASIC and the ODTAC365 Permission Sets, users will as well need to have other Dynamics 365 Business Central Permission Sets assigned to them in order to setup and/or process bank accounts and vendor payments.

For information on assigning Permission Sets to Users or User Groups, see the Dynamics 365 Business Central help.

## 2. Advanced AP Check

### 2.1. How to use Advanced AP Check

#### 2.1.1. Overview

Advanced AP Check provides you with options that can be used to customize the layout of your checks, giving you more control over what information is printed on your checks and how it is displayed.

The most notable feature is the inclusion of the different check layouts stub-stub-check, stub-check-stub, and check-stub-stub. Other features include different date formats, additional company and bank information, and the ability to print a separate remittance report when printing checks. These features can be configured in the Advanced Check tabs located in the Purchase & Payable Setup page and the Bank Account cards.

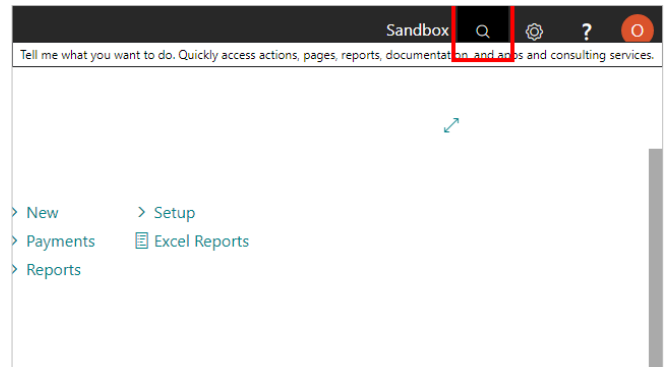


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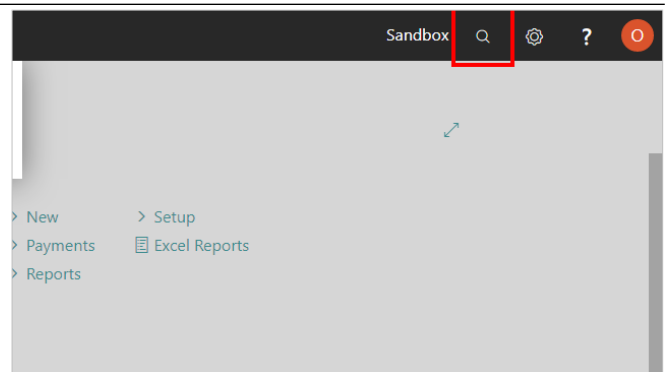
## 2.1.2. How to setup Advanced AP Check

Business Manager Profile

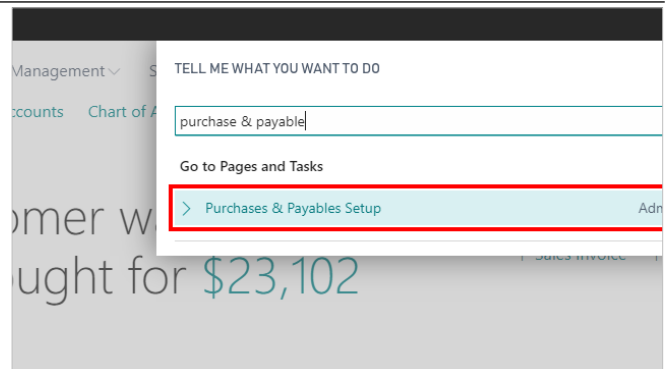
Click on the link **Tell me what you want to do**.  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**



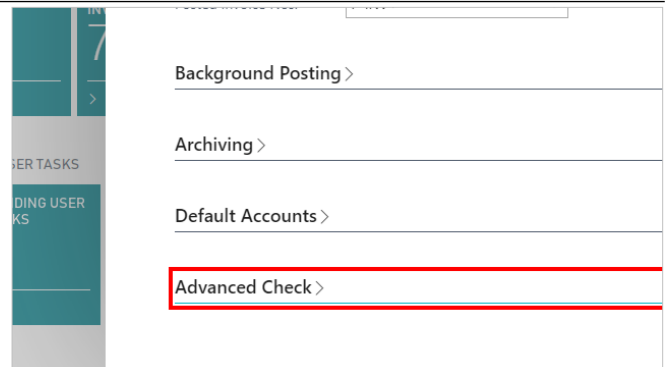
Enter the text **purchase & payable**.



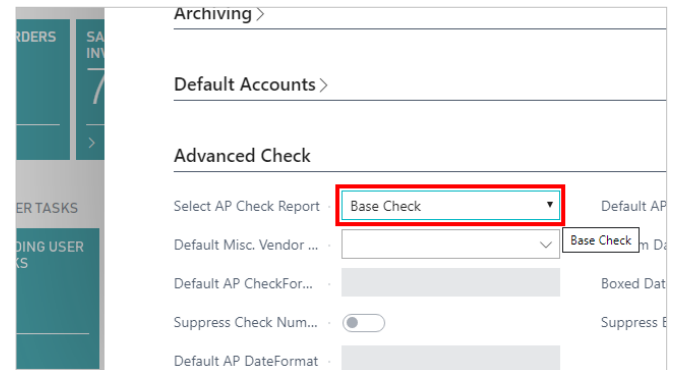
Click on **Purchases & Payables Setup Administration**



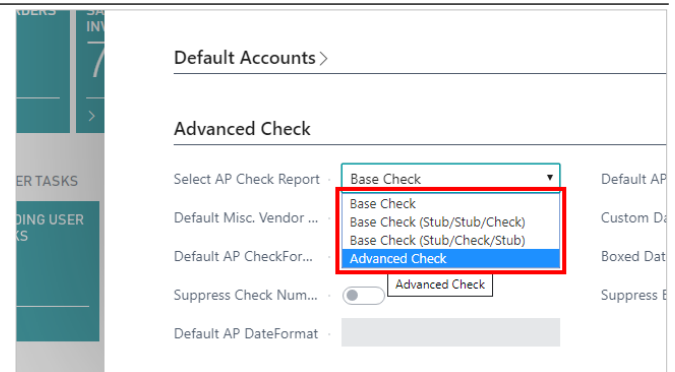
Click on **Advanced Check**



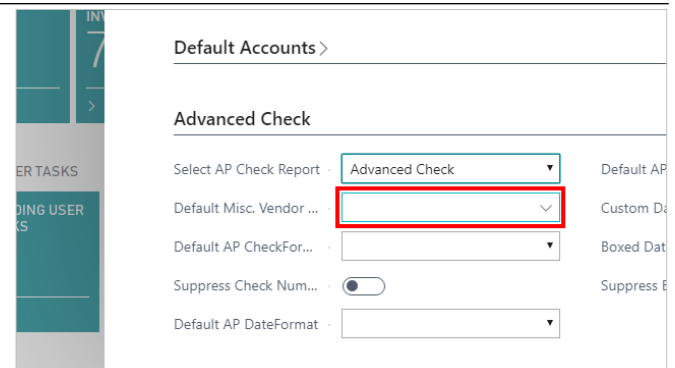
Click on the field **Select AP Check Report**



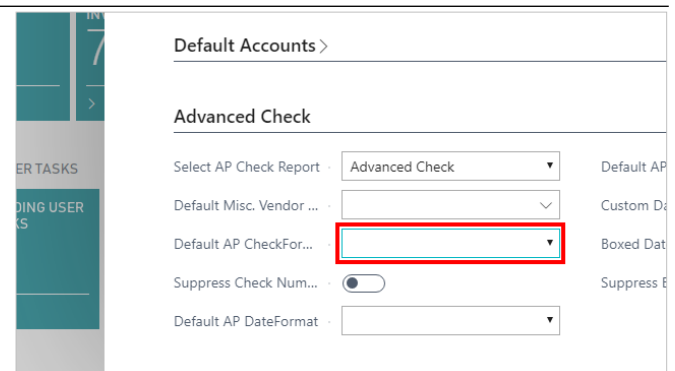
The dropdown menu allows you to select if you will use the Base Check report or the Advanced Check report. Advanced Check allows you to customize details about how the check will print. Click on the item **Advanced Check** in the list



Click on the field **Default Misc. Vendor No.** You may choose to assign a miscellaneous vendor to be used by default when printing Advanced Checks. Miscellaneous Vendors are detailed in the ODT AP User Help. This Field is optional.



Click on the field **Default AP CheckFormat**





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You can select one of three layouts to be used as the default when printing checks. The available layouts are stub-stub-check, stub-check-stub, and check-stub-stub.

Click on the item **Stub-Stub-Cheque** in the list

Default Accounts >

Advanced Check

Select AP Check Report · Advanced Check · Default AP

Default Misc. Vendor ... · Custom D

Default AP CheckFor... · Stub-Stub-Cheque · Boxed Dat

Suppress Check Num... · Suppress E

Default AP DateFormat

Click on **Suppress Check Num. Print**

This field toggles if the check number will be printed on the check.

Default Accounts >

Advanced Check

Select AP Check Report · Advanced Check · Default A

Default Misc. Vendor ... · Custom D

Default AP CheckFor... · Stub-Stub-Cheque · Boxed Da

Suppress Check Num... · Suppress

Default AP DateFormat · MM DD YYYY

Click on the field **Default AP DateFormat**

Default Accounts >

Advanced Check

Select AP Check Report · Advanced Check · Default AP

Default Misc. Vendor ... · Custom D

Default AP CheckFor... · Stub-Stub-Cheque · Boxed Dat

Suppress Check Num... · Suppress E

Default AP DateFormat

You can select what format will be used when printing the date. You can also choose to specify a custom date layout.

Click on the item **MM DD YYYY** in the list

Default Accounts >

Advanced Check

Select AP Check Report · Advanced Check · Default AP

Default Misc. Vendor ... · Custom D

Default AP CheckFor... · Stub-Stub-Cheque · Boxed Dat

Suppress Check Num... · Suppress E

Default AP DateFormat



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Click on the field **Default AP Date Separator**

The screenshot shows a configuration window with several settings. On the left, there are four dropdown menus labeled 'ck', 'que', and two others. On the right, there are four settings: 'Default AP Date Sepa...' with a dropdown menu highlighted by a red box, 'Custom Date Format' with a text input '0', 'Boxed Date' with a toggle switch, and 'Suppress Boxed Date...' with a toggle switch.

You can select what separator will be used when formatting the date.  
Click on the item - in the list

The screenshot shows the same configuration window as before, but the 'Default AP Date Sepa...' dropdown menu is open, showing a list of options. The option '-' is highlighted with a blue background and a red box. The other settings remain the same.

Click on **Boxed Date**  
This field toggles if the date is printed as a box date when printing the check.

The screenshot shows the same configuration window as before, but the 'Boxed Date' toggle switch is highlighted with a red box. The other settings remain the same.

Click on **Suppress Boxed Date Indicator**  
This field toggles if the boxed date field is printed when printing the check.

The screenshot shows the same configuration window as before, but the 'Suppress Boxed Date...' toggle switch is highlighted with a red box. The other settings remain the same.

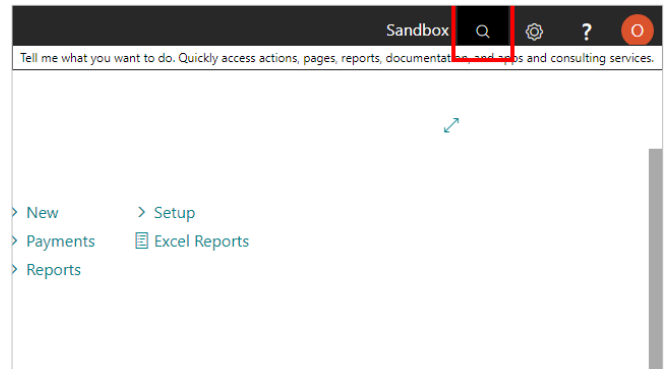
## 2.1.3. How to set up the Bank Account Card

Business Manager Profile

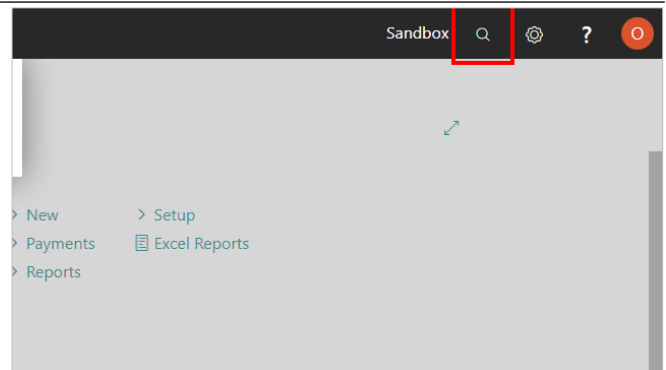


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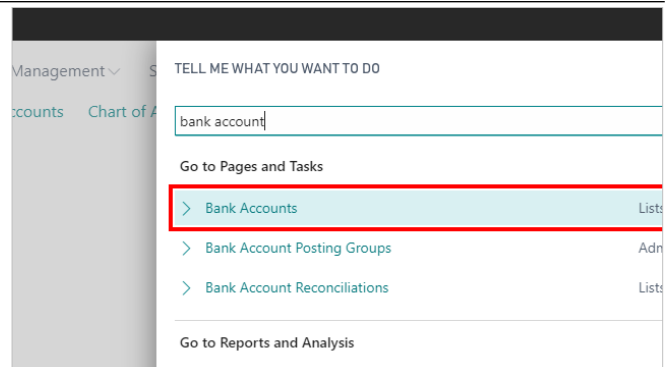
Click on the link **Tell me what you want to do.**  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**



Enter the text **bank account**.

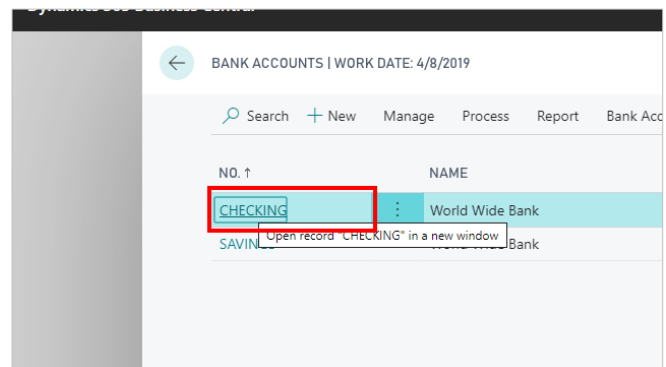


Click on **Bank Accounts Lists**



Select the bank account to be used for printing checks.

Click on the link in cell **No.** with the value **CHECKING**





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Scroll down the card until you find the Advanced Check Tab.

Posting >

Transfer >

**Advanced Check**

Auto Sign Limit (LCY) .....

Signature No. 1 .....

Signature No. 2 .....

Print Company Logo .....

Click on **Auto Sign Limit (LCY)**

The Auto Sign Limit field, and the two Signature fields below it, are used to configure the automatic check signature. This is detailed in the ODT AP User Help How to Use Automatic Check Signature.

Posting >

Transfer >

**Advanced Check**

**Auto Sign Limit (LCY) .....**

Signature No. 1 .....

Signature No. 2 .....

Print Company Logo .....

Company Address Line 1 .....

Click on **Print Company Logo**

**Advanced Check**

Auto Sign Limit (LCY) .....

Signature No. 1 .....

Signature No. 2 .....

**Print Company Logo .....**

Company Address Line 1 .....

Company Address Line 2 .....

The Print Company Logo field toggles whether or not the company logo is to be printed on checks. Click on the toggle field **Print Company Logo**

**Advanced Check**

Auto Sign Limit (LCY) ..... 0.00

Signature No. 1 ..... ▾

Signature No. 2 ..... ▾

**Print Company Logo ..... ☒**

Company Address Line 1 .....

Company Address Line 2 .....





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Click on the field **Company Address Line 1**

**Advanced Check**

Auto Sign Limit (LCY) .....

Signature No. 1 .....

Signature No. 2 .....

Print Company Logo .....

Company Address Line 1 .....

Company Address Line 2 .....

The Company Address field can be used to add an address that will be printed on checks. You can have up to 6 addresses assigned.  
Enter the text **123 Checker Street**.

**Advanced Check**

Auto Sign Limit (LCY) .....

Signature No. 1 .....

Signature No. 2 .....

Print Company Logo .....

Company Address Line 1 .....

Company Address Line 2 .....

The Print MICR field is used to toggle the printing of a MICR string on checks.  
Click on the toggle field **Print MICR**

0.00

Company Address Line 3 .....

Company Address Line 4 .....

Company Address Line 5 .....

Company Address Line 6 .....

Print MICR .....

MICR String .....

Click on the field **MICR String**

0.00

Company Address Line 3 .....

Company Address Line 4 .....

Company Address Line 5 .....

Company Address Line 6 .....

Print MICR .....

MICR String .....



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MICR strings contain bank information that is encoded using a special MICR font. A value entered in this field will be encoded using the MICR font and printed on all checks that use the selected bank.

Enter the text **a1b2c3d4**.

0.00 Company Address Line 3 .....  
Company Address Line 4 .....  
Company Address Line 5 .....  
Company Address Line 6 .....  
Print MICR .....  
MICR String .....  

## 2.1.4. Printing the Advanced Check

Business Manager Profile

Click on the link **Tell me what you want to do**.

**Quickly access actions, pages, reports, documentation, and apps and consulting services.**

Sandbox   ?  
Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.  
> New > Setup  
> Payments > Excel Reports  
> Reports

Enter the text **payment journal**.

Sandbox   ?  
Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.  
> New > Setup  
> Payments > Excel Reports  
> Reports

Click on **Payment Journals Tasks**

Management > S  
accounts Chart of A  
omer w  
ught fo  
TELL ME WHAT YOU WANT TO DO  
payment journal  
Go to Pages and Tasks  
> Payment Journals Task  
> Payment Reconciliation Journals List



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Click on the navigation menu item popup **Prepare**

cs 365 Business Central

← PAYMENT JOURNALS | WORK DATE: 4/8/2019

Batch Name .....

Manage	Process	Bank	<b>Prepare</b>	Post/Print	Line	Account	Ch
--------	---------	------	----------------	------------	------	---------	----

POSTING DATE	DOCUME... DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACC TYPE
4/8/2019	4/8/2019	Payment	G04001		Vend

Click on the navigation menu item **Suggest Vendor Payments...**

← PAYMENT JOURNALS | WORK DATE: 4/8/2019

Batch Name .....

Manage	Process	Bank	<b>Suggest Vendor Payments...</b>	Suggest Employee Payments...	Post/Print	Line	Acc
--------	---------	------	-----------------------------------	------------------------------	------------	------	-----

Create payment suggestions as lines in the payment journal

POSTING DATE	DOCUME... DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACC TYPE
4/8/2019	4/8/2019	Payment	G04001		Vend

Click on the button **OK**

Payment Method Code ▼ is: ▼

OK Cancel

BALANCE TOTAL BALANCE

Click on the button **OK**

have created suggested vendor payment lines for all

OK



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Confirm that the Bank Payment Type field is set to Computer Check.

Account	Check	More options					
P... E...	APPLIES- TO DOC. TYPE	APPLIES-TO DOC. NO.	APPLIES-TO DOC. DUE DATE	BANK PAYMENT TYPE	TRANSA... TYPE CODE	CH... PRI...	DEPARTME... CODE
<input checked="" type="checkbox"/>	Invoice	108201	3/31/2019	Computer	BUS	<input type="checkbox"/>	
<input type="checkbox"/>				Computer Check		<input type="checkbox"/>	
				Manual			
				Electro	Computer Check		
				Electronic Payment-IAT			

Click on the navigation menu item popup **Check**

WORK DATE: 4/8/2019							
PMT REG							
Bank	Prepare	Post/Print	Line	Account	Check	More options	
ME...	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	RECIPIENT BANK ACCOUNT	DE
19	Payment	G04001		Vendor	10000		Fat

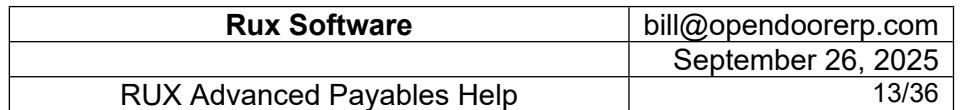
Click on the navigation menu item **Print Check...**

PAYMENT JOURNALS   WORK DATE: 4/8/2019							
Batch Name							
Manage	Process	Bank	Prepare	Post/Print	Line	Account	
	Preview Check		Print Check...		Void Check		Void A
POSTING DATE	DOCUME... DATE	DOCUME... DATE	Prepare to print the check.		DOCUME... NO.		
4/8/2019	4/8/2019	Payment	G04001				

Click on **Advanced Check**

The Advanced Check tab contains a field for the check format. This field defaults from whatever was set in the Purchase and Payable Setup. This can be overridden if desired.

Reprint Checks	<input type="checkbox"/>
Test Print	<input type="checkbox"/>
Preprinted Stub	<input type="checkbox"/>
Commit Each Check	<input type="checkbox"/>
<b>Advanced Check</b>	
Cheque format	Stub-Stub-Cheque
Separate Remittance	<input checked="" type="checkbox"/>



**Journal Line**

Results:

are: Journal Template Name ▼	is: PAYMENT ▼
Journal Batch Name ▼	is: PMT REG ▼
Posting Date ▼	is:

Send to... **Print** Preview Cancel

0.00

Click on the navigation menu item popup **Check**

WORK DATE: 4/8/2019

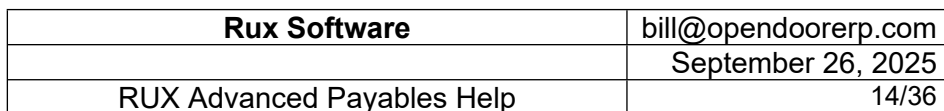
PMT REG

nk Prepare Post/Print Line Account **Check** More options

ME...	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	RECIPIENT BANK ACCOUNT	DE
	Payment			Vendor	20000		Fir
	Payment			Vendor	20000		Fir

The screenshot shows the 'PAYMENT JOURNALS' window with the 'Work Date' set to 4/8/2019. The 'Batch Name' field is empty. The 'Manage' tab is selected, displaying a table of payment journals. A red box highlights the 'Print Check...' button, which is labeled 'Prepare to print the check.'.

POSTING DATE	DOCUMENT TYPE	ME...	DOCUMENT NO.
4/8/2019	Payment		
4/8/2019	Payment		
4/8/2019	Payment		
4/8/2019	Payment		



Commit Each Check

☐

Advanced Check

Cheque format

Stub-Stub-Cheque

Separate Remittance

☒

Gen. Journal Line

Show results:

Where:

Journal Template Name

is:

PAYMENT

te Remittance ☒

---

**Journal Line**

---

Results:

are:  is:

Batch:  is:

[illegible]

WORK DATE: 4/8/2019

EDIT - CHECK - SEPARATE REMITTANCE

Options

Install blank paper for the Separate Remittances then ...

NOTE: If you leave this report without Printing, you ca...

Bank	Prepare	Pos
UME...	DOCUME...	
E	TYPE	
	Payment	
	Payment	
	Payment	



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Click on the button **Print**

Vendor	Amount
Wide World Importers	
Wide World Importers	
Nod Publishers	
Nod Publishers	
Nod Publishers	

Notice that the Separate Remittance contains the excess lines

Nod Publishers		04-08-2019	Cheque No.	491
Document No.	Document Date	Amount	Discount	
	3/11/2019	Transport		16
	3/11/2019	14,895.76		14
	3/11/2019	14,895.76		14
	3/11/2019	14,895.76		14
		Subtotal		4
		Cheque Total		23

Click on **Purchases & Payables Setup Administration**

TELL ME WHAT YOU WANT TO DO

purchase & payable

Go to Pages and Tasks

> Purchases & Payables Setup

## 3. Automated Check Signature

### 3.1. How to use Automated Check Signature

#### 3.1.1. Overview

Automated Check Signature allows you to automatically add a signature to a computer check when the check is printed. This is useful if you are frequently sending payments to vendors using a check, as printing signatures automatically saves time instead of signing the checks manually.

Up to 2 signatures may be assigned per bank account, and each signature can have a signing limit to indicate when the automatic signature should be used. This allows for more control if a user wants automatic signatures on checks within a certain amount, or if there are cases where a user would prefer to print a check without a signature.

#### 3.1.2. How to create a new signature

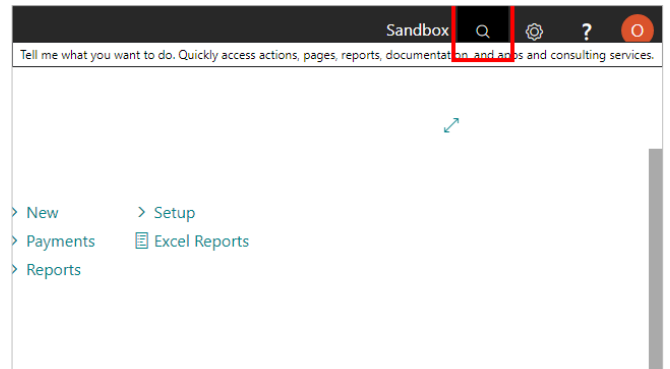
The following demonstrates how to set up automatic check signing.



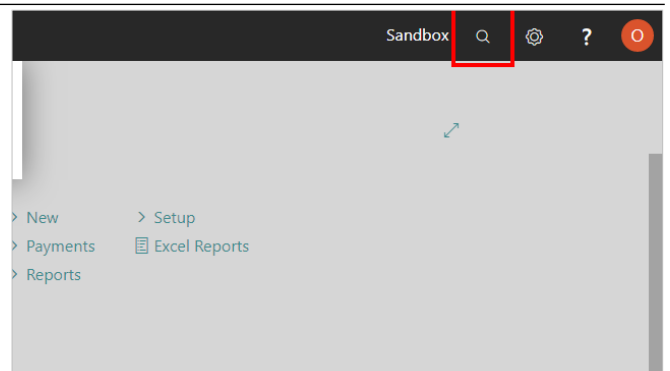
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Business Manager profile

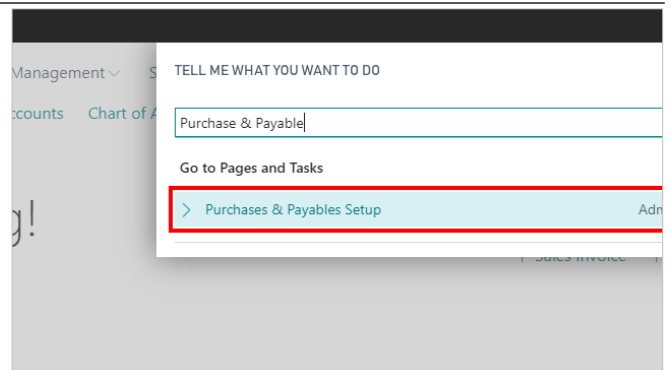
Click on the link **Tell me what you want to do.**  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**



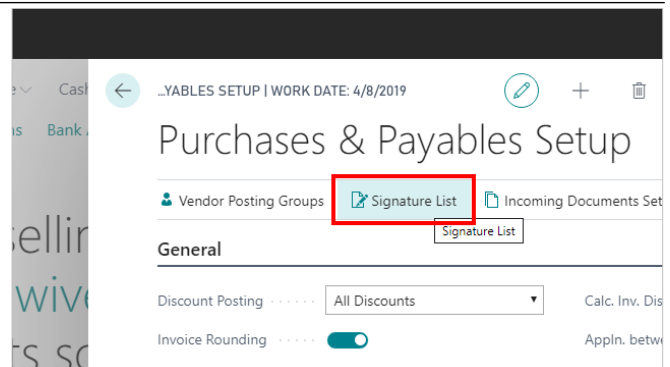
Enter the text **Purchase & Payable.**



Click on **Purchases & Payables Setup Administration**



Click on the navigation menu item **Signature List**







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Click on the navigation menu item **New**

Each signature must have a unique code.  
Click on the field **Code**

Enter the text **Low**.

Click on the field **Name**



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Enter the text **Low Amount**.

AP signature

Signature

Code ..... LOW Signature

Name ..... Low Amount Signature

Bank Account No. ....  
Auto Check Sign Limit... 0.00

Click on the lookup button **Bank Account No.**

Signature

Signature

LOW Signature +

Low Amount SignatureComment

Account No. ....  
Check Sign Limit... 0.00 Look up value

Select the bank account that will be associated with this signature.  
Click on the link in cell **No.** with the value **CHECKING**

Code ..... LOW Signature

Name ..... Low Amount SignatureComm

Bank Account No. ....  
Auto Check Sign Limit...

NO. ↑	NAME
CHECKING	World Wide Bank
SAVINGS	Select record "CHECKING" e Bank

+ New

Click on the field **Auto Check Sign Limit (\$)**

Signature

Code ..... LOW Signature

Name ..... Low Amount Signature

Bank Account No. .... CHECKING

Auto Check Sign Limit... 0.00



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A signature can have a signing limit that indicates when the signature will be used. A check must have a value lower than the signing limit to have the signature automatically added.

A signature limit of 0 indicates there is no limit, and the signature will always be added.  
Enter the text **5000**.

CODE ↑  
LOW  
PRIME

**Signature**

Code ..... LOW Signature  
Name ..... Low Amount  
Bank Account No. .... CHECKING ✓ Signature  
Auto Check Sign Limit... [Red Box]

Click on **Signature, Signature to appear on Check.**

✓ SAVED ↗

Signature ..... [Red Box] Select Picture.  
SignatureComment .....  
5,000.00

Click on the field Choose  
Browse your computer and select your desired signature.

Signatures must be stored as a .bmp graphic file and be of sufficient size and resolution to pass a bank inspection of the check.

SELECT PICTURE ✓ SAVED ↗

Choose... Cancel  
Choose file

You can enter a description of the signature.  
Click on the textarea **SignatureComment, (Blank)**

Signature ..... [Signature Image]  
SignatureComment ..... [Red Box]  
5,000.00



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Enter the text **Signature for low check amounts**.

Signature ..... 

SignatureComment ..... \$

Click on the back button

AP signature

Signature

Code ..... LOW

Name ..... Low Amount

Bank Account No. .... CHECKING

Click on the back button

AP SIGNATURE CARDS | WORK DATE: 4/8/2019

CODE ↑

LOW

PRIME

Click on the back button

Purchases & Pay

Vendor Posting Groups

General

Discount Posting ..... All Discounts

Invoice Rounding ..... ☒

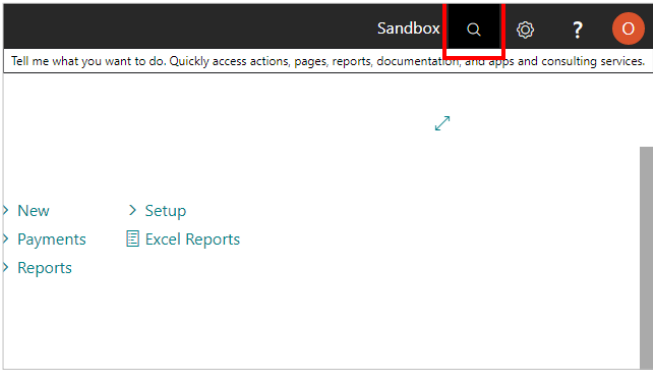
### 3.1.3. How to add a signature to a bank account

Business Manager Profile

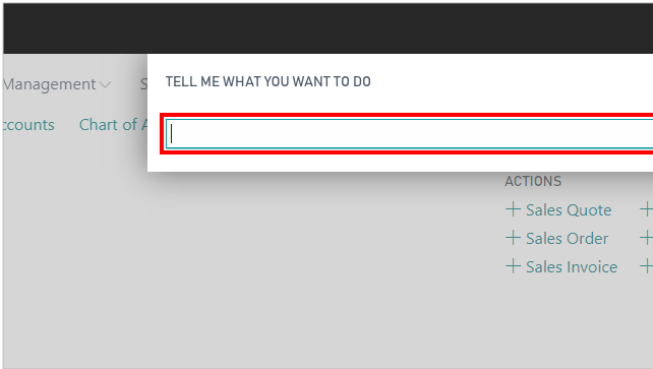


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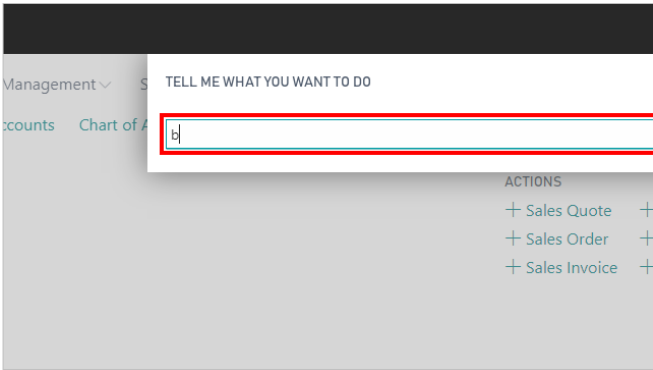
Click on the link **Tell me what you want to do**.  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**



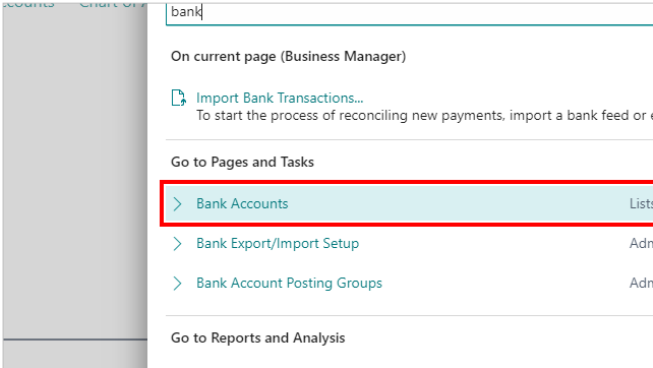
Click on the field **Type to start search**:



Enter the text **bank**.



Click on **Bank Accounts Lists**





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Click on the link in cell **No.** with the value **CHECKING**

Click on **Advanced Check**

Click on the lookup button **Signature No. 1**

Click on the link in cell **Code** with the value **LOW**  
You may assign up to 2 signatures per bank account.  
You must have at least 1 assigned to use Automatic  
Check Signatures.



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Click on the field **Auto Sign Limit (LCY)**

Posting >

Transfer >

Advanced Check

Auto Sign Limit (LCY) ..... 0.00

Signature No. 1 ..... LOW

Signature No. 2 .....

Print Company Logo .....

Company Address Line 1 .....

Make sure that the Signing Limit of the bank account is set. If this number is different from what is specified on the Signature, the lowest amount will be used when determining if the Automatic Signature should be printed.  
Enter the text **5000**.

Posting >

Transfer >

Advanced Check

Auto Sign Limit (LCY) ..... 5000

Signature No. 1 ..... LOW

Signature No. 2 .....

Print Company Logo .....

Company Address Line 1 .....

### 3.1.4. Printing the Check

Business Manager Profile

Click on the link **Tell me what you want to do**.  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**

Sandbox

Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.

> New > Setup

> Payments > Excel Reports

> Reports

Enter the text **payment journal**.

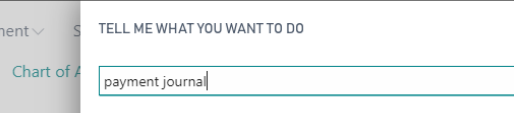
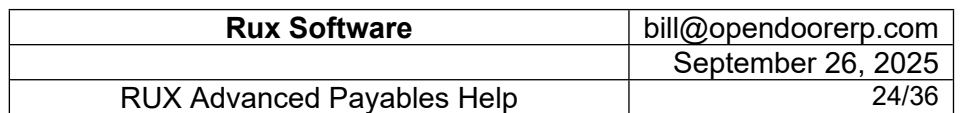
Sandbox

Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.

> New > Setup

> Payments > Excel Reports

> Reports



The screenshot shows the Microsoft Dynamics 365 search bar. The search text is "payment journal". Below the search bar, the results are listed under the heading "Go to Pages and Tasks". The first result is "Payment Journals" with a right-hand label "Task". The second result is "Payment Reconciliation Journals" with a right-hand label "List". A red rectangle highlights the first result, "Payment Journals".

Go to Pages and Tasks	
> Payment Journals	Task
> Payment Reconciliation Journals	List

cs 365 Business Central



← PAYMENT JOURNALS | WORK DATE: 4/8/2019


Batch Name .....

Manage	Process	Bank	<u>Prepare</u>	Post/Print	Line	Account	Cr
POSTING DATE	DOCUME... DATE	DOCUME... TYPE	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACC TYPE		
4/8/2019	4/8/2019	Payment	G04001				Vend

← PAYMENT JOURNALS | WORK DATE: 4/8/2019

Batch Name .....

Manage	Process	Bank	Prepare	Post/Print	Line	Acc
 Suggest Vendor Payments...			 Suggest Employee Payments...			
POSTING DATE		DOCUM DATE	Create payment suggestions as lines in the payment			
4/8/2019		4/8/2019	Payment	G04001		



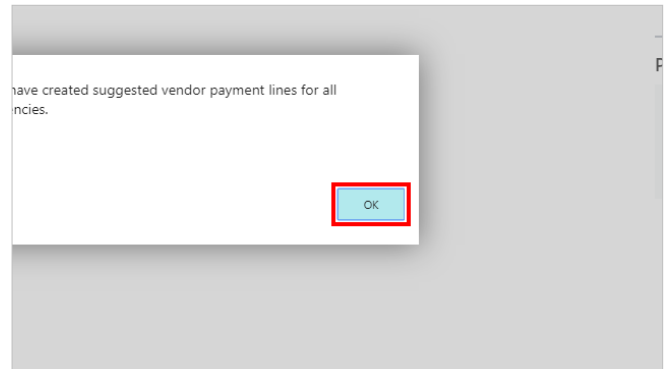
The screenshot shows a dialog box titled "Payment Method Code". It contains two rows, each with a dropdown menu and a label "is:". The "OK" button is highlighted with a red rectangle.



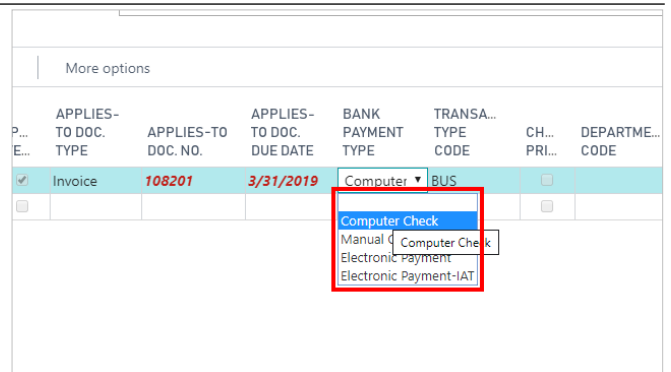


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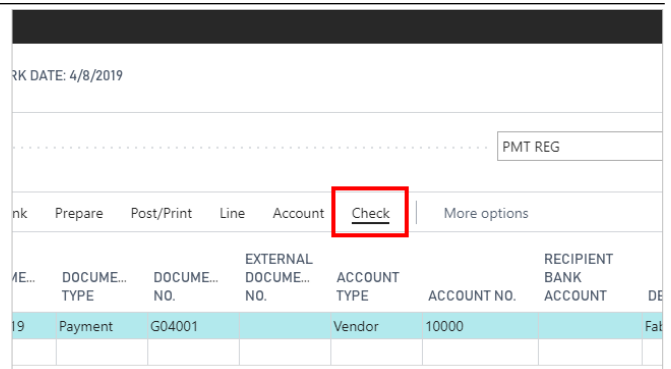
Click on the button **OK**



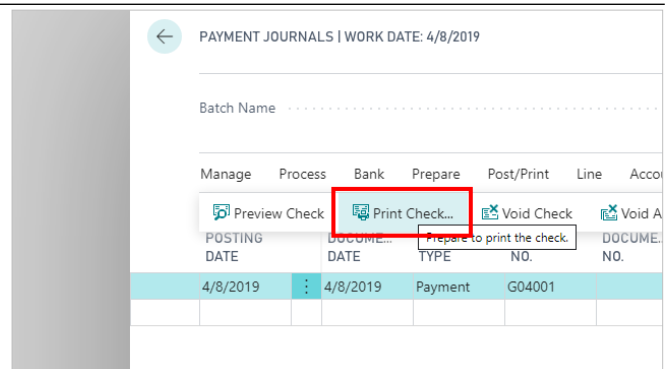
Confirm that the Bank Payment Type field is set to  
Computer Check.



Click on the navigation menu item popup **Check**



Click on the navigation menu item **Print Check...**





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Review and select your desired printing options.  
When ready, select the Print button.  
Click on the button **Print**

Journal Line

Results:

Journal Template Name is: PAYMENT

Journal Batch Name is: PMT REG

Buttons: Send to... **Print** Preview Cancel

0.00

Notice that the signature has been automatically added to the check, as the check total is less than the signing limit.

## 4. Miscellaneous Vendor

### 4.1. How to use Miscellaneous Vendor

#### 4.1.1. Overview

When purchasing from a vendor you normally must create a vendor card for the vendor before you complete your purchase. This is fine if they are frequently used, but sometimes a vendor is used infrequently and will still require a vendor card even if you are only purchasing once. Miscellaneous Vendor allows you create vendor card that will be identified as a miscellaneous vendor, allowing you to make purchases for infrequent vendors without having to make a separate vendor card for each.

#### 4.1.2. How to Create a Miscellaneous Vendor

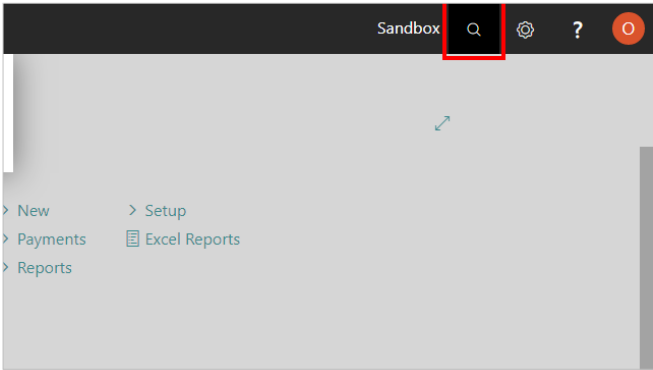
Business Manager Profile

Click on the link **Tell me what you want to do.**  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**

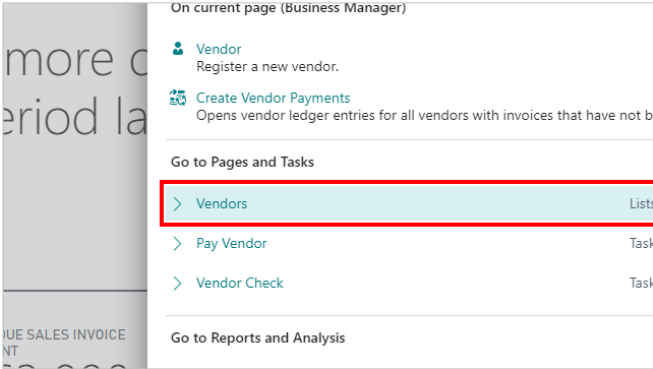


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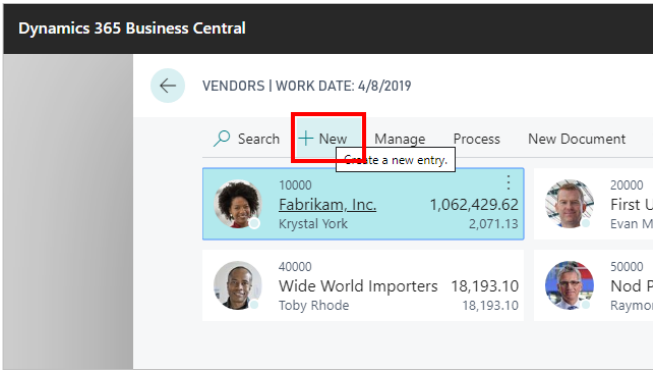
Enter the text **vendor**.



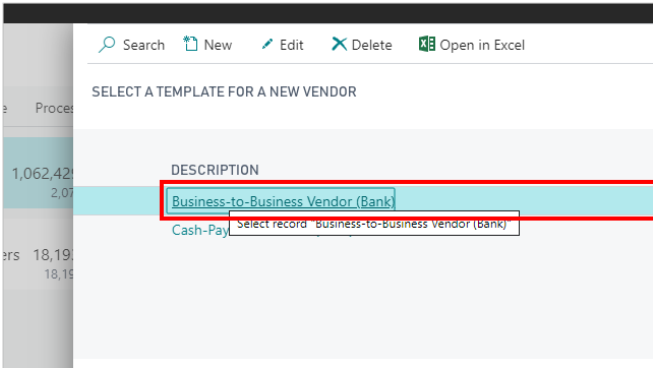
Click on **Vendors Lists**



Click on the navigation menu item **New**



Click on the link in cell **Description** with the value **Business-to-Business Vendor (Bank)**





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The Miscellaneous Vendor toggle indicates that this vendor will be used as a Miscellaneous Vendor. Click on the toggle field **Miscellaneous Vendor**

The screenshot shows the 'Vendor' form with the 'Miscellaneous Vendor' toggle switch highlighted by a red box. The toggle is currently turned off. The form includes fields for 'No.' (V00030), 'Name', and 'Address & Contact'.

Click on the field **No.**. Miscellaneous Vendors must have a unique number.

The screenshot shows the 'Vendor' form with the 'No.' field highlighted by a red box. The field contains the value 'V00030'. The 'Miscellaneous Vendor' toggle is now turned on.

The name of a Miscellaneous Vendor can be left blank

The screenshot shows the 'Vendor' form with the 'Name' field highlighted by a red box. The field is empty. The 'Miscellaneous Vendor' toggle is turned on.

### 4.1.3. How to use a Miscellaneous Vendor

Miscellaneous Vendors can be used on all purchase documents. The following example will use a Miscellaneous Vendor on a new Purchase Invoice.

Business Manager Profile

Click on the lookup button **Vendor No.**

The screenshot shows the 'Purchase Invoice' form with the 'Vendor No.' field highlighted by a red box. A 'Look up value' button is visible next to the field. The form includes fields for 'Contact', 'Document Date', 'Posting Date', 'Due Date', and 'Vendor Invoice No.'.



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Select your Miscellaneous Vendor.  
Click on the link in cell **No.** with the value **V00060**

Vendor No. ....	
Miscellaneous Vendor .....	
Buy-from Vendor Name .....	NO. ↑ NAME C
BUY-FROM .....	50000 Nod Publishers At
Address .....	V00010 QA Testing
Address 2 .....	V00030 East
City .....	V00050 West
State .....	V00060
ZIP Code .....	Select record "V00060"
Country/Region .....	+ New

The Miscellaneous Vendor toggle changes to indicate the purchase document is using a Miscellaneous Vendor.

107241	
Invoice Posting Request Approval Incoming Document Release	
General	
Vendor No. ....	V00060
Miscellaneous Vendor .....	<input checked="" type="checkbox"/>
Buy-from Vendor Name .....	
BUY-FROM .....	
Address .....	
Address 2 .....	

You can now proceed to enter the name and address of the vendor that you are making the purchase from.

Click on the field **Buy-from Vendor Name**

Invoice Posting Request Approval Incoming Document Release Naviga	
General	
Vendor No. ....	V00060
Miscellaneous Vendor .....	<input checked="" type="checkbox"/>
Buy-from Vendor Name .....	
BUY-FROM .....	
Address .....	
Address 2 .....	
City .....	

Enter the text **Joes Pizza Parlour.**

Invoice Posting Request Approval Incoming Document Release Naviga	
General	
Vendor No. ....	V00060
Miscellaneous Vendor .....	<input checked="" type="checkbox"/>
Buy-from Vendor Name .....	Joes Pizza Parlour.
BUY-FROM .....	
Address .....	
Address 2 .....	
City .....	



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Click on the field **Address**

General

Vendor No. .... V00060

Miscellaneous Vendor .... ☒

Buy-from Vendor Name .... Joes Pizza Parlour

BUY-FROM

Address .....  

Address 2 .....

City .....

State .....

ZIP Code .....

Enter the text **456 Pizza Street**.

General

Vendor No. .... V00060

Miscellaneous Vendor .... ☒

Buy-from Vendor Name .... Joes Pizza Parlour

BUY-FROM

Address ..... 456 Pizza Street

Address 2 .....

City .....

State .....

Click on the lookup button **City**

General

Vendor No. .... V00060

Miscellaneous Vendor .... ☒

Buy-from Vendor Name .... Joes Pizza Parlour

BUY-FROM

Address ..... 456 Pizza Street

Address 2 .....

City .....   Look up value

State .....

CT000028

Document Date ..... 4/8

Posting Date ..... 4/8

Due Date ..... 5/8

Vendor Invoice No. .... \*

Purchaser Code .....

Campaign No. ....

Alternate Vendor Address Code .....

Responsibility Center .....

Assigned User ID .....

Status ..... On

Select the city where the vendor is located

ZIP CODES + New

CODE ↑	CITY ↑
10019	New York
10021	New York
10601	New York
11010	New York
11746	New York
13204	New York

Once vendor information has been entered, select the items you wish to purchase as you would normally.



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Click on the cell **No.**

<

LinesManageMore options

TYPE	NO.	DESCRIPTION/COMMENT
Item	*	*

Click on the link in cell **No.** with the value **1900-S**

TYPE	NO.	DESCRIPTION/COMMENT	LOCATION CODE
Item	*	*	

NO. ↑DESCRIPTION

1896-SATHENS DeskPC

1900-SPARIS Guest Chair, blackPC

1906Select record "1900-S" bile PedestalPC

1908-SLONDON Swivel Chair, bluePC

1920-SANTWERP Conference TablePC

+ New

Subtotal Excl. Tax (USD).....

Inv. Discount Amount (USD).....0.00

Click on the cell **Quantity**

StatusOpen

DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. TAX
PARIS Guest Chair, black		*	PCS	1.00

Enter the text **1**.

StatusOpen

DESCRIPTION/COMMENT	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. TAX
PARIS Guest Chair, black		*	PCS	1.00

When all necessary information has been entered, post the document as you would normally.



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Click on the navigation menu item popup **Posting**

Dynamics 365 Business Central

PURCHASE INVOICE | WORK DATE: 4/8/2019

107241 · Joes Pizza Parlour

Invoice **Posting** Request Approval Incoming Document R

**General**

Vendor No. .... V00060

Miscellaneous Vendor ..... ☒

Click on the navigation menu item **Post**

Dynamics 365 Business Central

PURCHASE INVOICE | WORK DATE: 4/8/2019

107241 · Joes Pizza Parlour

Invoice Posting Request Approval Incoming Document R

**Post** Post and Print Preview Posting

Finalize the document or journal by posting the amounts and quantities

Vendor No. .... V00060

Miscellaneous Vendor ..... ☒

Buy-from Vendor Name ..... Joes Pizza Parlour

Click on the button **Yes**

Vendor Invoice No. .... 615243

Purchaser Code .....

Do you want to post the invoice?

**Yes** No

Status ..... Open

Click on the button **No**

Invoice No. .... 615243

Invoice is posted as number 108227 and moved to the  
ed Purchase Invoices window.

Do you want to open the posted invoice?

Yes **No**

Open

**Vendor S**

Vendor No.  
Balance (\$)  
Outstanding  
Amt. Rcd. N  
Outstanding  
Total (\$)  
Overdue Am  
Invoiced Pre  
Payments (\$  
Last Paymen

#### 4.1.4. Printing Checks with Miscellaneous Vendors

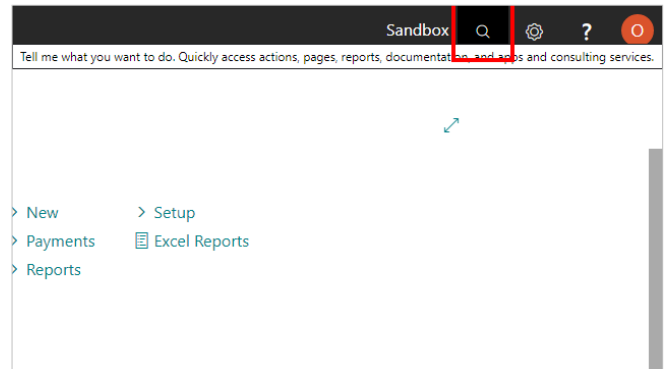
Business Manager Profile



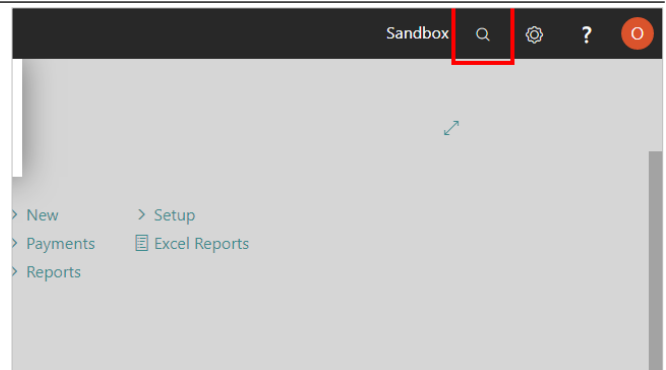


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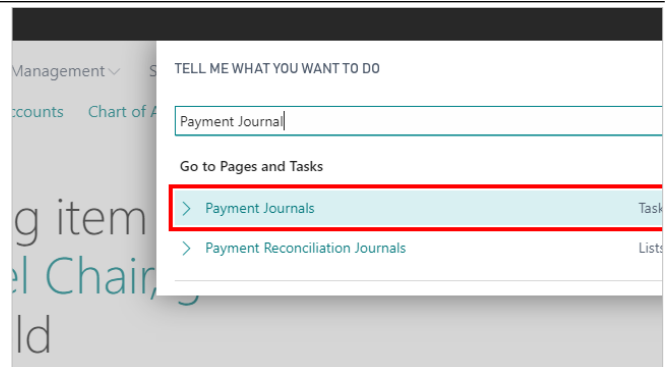
Click on the link **Tell me what you want to do**.  
**Quickly access actions, pages, reports, documentation, and apps and consulting services.**



Enter the text **Payment Journal**.

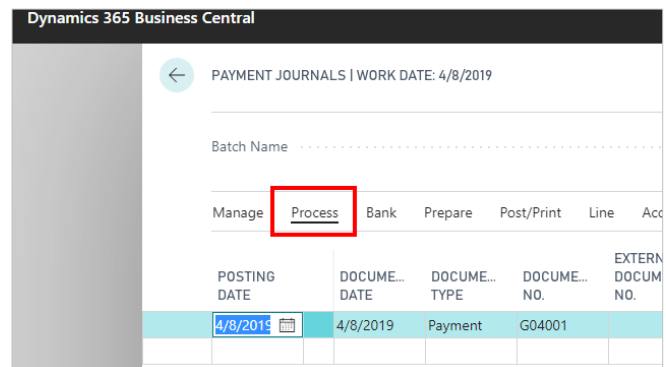


Click on **Payment Journals Tasks**



Miscellaneous Vendor payments can be processed the same way as a normal vendor.

Click on the navigation menu item popup **Process**





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Click on the navigation menu item **Suggest Vendor Payments**

PAYMENT JOURNALS | WORK DATE: 4/8/2019

Batch Name .....

Manage Process Bank Prepare Post/Print Line Acc

Print Suggest Vendor Payments Apply Entries...

POSTING DATE DOC DATE Suggest Vendor Payments OCUME... DOCUM

DATE DATE TYPE NO. NO.

4/8/2019 4/8/2019 Payment G04001

Click on the button **OK**

is: ...

Payment Method Code is: ...

OK Cancel

BALANCE TOTAL BALANCE

Click on the button **OK**

I have created suggested vendor payment lines for all agencies.

OK

Confirm that the Bank Payment Type field is set to Computer Check.

APPLIES-TO DOC. TYPE	APPLIES-TO DOC. NO.	APPLIES-TO DOC. DUE DATE	BANK PAYMENT TYPE	TRANSA... TYPE CODE	CH... PRI...	DEPARTME... CODE
<input checked="" type="checkbox"/> Invoice	108227	5/8/2019	BUS		<input type="checkbox"/>	
<input type="checkbox"/>			Computer Check		<input type="checkbox"/>	
			Manu			
			Electr			
			Electronic Payment-IAT			



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Notice that the description field contains the vendor name that was specified on the purchase document.

PMT REG					
Line	Account	Check	Actions	Navigate	Fewer options
ACCOUNT TYPE	ACCOUNT NO.	RECIPIENT BANK ACCOUNT	DESCRIPTION	CURRENCY CODE	
Vendor	V00060		Joes Pizza Parlour		

Click on the navigation menu item popup **Check**

WORK DATE: 4/8/2019								
PMT REG								
Bank	Prepare	Post/Print	Line	Account	Check	Actions	Navigate	Fewer options
Doc...	DOCUME... NO.	EXTERNAL DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	RECIPIENT BANK ACCOUNT	DESCRIPTION		
nt	G04008	615243	Vendor	V00060		Joes Pizza Parlour		

Click on the link **Print Check**

PAYMENT JOURNALS   WORK DATE: 4/8/2019						
Batch Name						
Manage	Process	Bank	Prepare	Post/Print	Line	Account
Preview Check	Print Check	Void Check	Void All			
POSTING DATE	DOCUME... NO.	TYPE	Print Check	DOCUME... NO.	ACCOUNT TYPE	
4/8/2019	Payment	G04008	615243	Vendor		

Please note that when using the print option One Check Per Vendor, each payment made using a Miscellaneous Vendor will be assigned to a separate check even if they are all made from the same Miscellaneous Vendor Card.

Click on the button **Print**

Auto Remittance			
Journal Line			
Results:			
Journal Template Name	PAYMENT		
Journal Batch Name	PMT REG		
Send to...	Print	Preview	Cancel
0.00			



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Notice that the check contains the vendor name and address information that was entered on the purchase document.

	Payment	917

123

+

-

cronus

123 Checker Street

3085 Pizza Parlour

456 Pizza Street

New York, NY 10019

USA

\*\*\*\*\*One US dollars and 4/100\*\*\*\*\*

04-08-2019