

Step 1: Open a new **Payable Batch**.

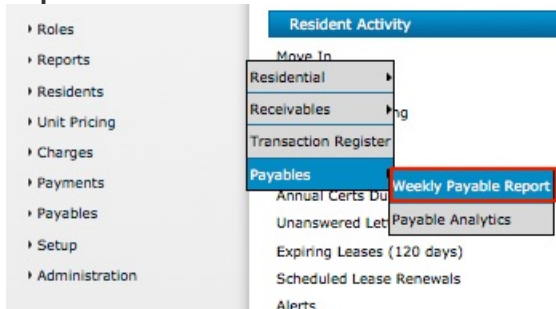
Step 2: The **Payable Batch** screen will open, fill out the fields. Change the **Description** to include your property name and the payable week (previous Friday to current Thursday - see example below).

Batch Payable			
Id (new)			
Total Declared	2,389.00	Entered	0.00
Items Declared	3	Entered	0
Description	Santa Cruz - May 29 to June 4 - charper 06/04/2015 07:52		
Notes			
Save New Close Help			
Post Report Delete			

Step 3: Click **Save** and begin entering your weekly invoices. If possible, enter them in alphabetical order otherwise make sure keep the invoices in the same order they are entered.

Step 4: Once you have finished entering your weekly payables, take note of the payable **Batch ID** number.

Step 5: Generate the **Weekly Payable Report** by going to **Reports > Payables > Weekly Payable Report**.



Step 6: The **Weekly Payable Report** filter screen will appear and fill out the following fields:

- Property
- mm/yy (should be current period)
- Batch #

Payable Register Cambridge

Property: Courtyards at Cypress Grove

Vendor:

Invoice #:

Account:

mm/yy: -to-

Batch #:

Destination:

Step 7: Click **Submit**.

Step 8: The report will appear, **Print** the report by first exporting to **Excel** or **PDF**.

Payable Register Cambridge

Property=cypress AND mm/yy=06/2015-06/2015 AND Batch #=1687

Export report to PDF

Batch	Period	Invoice Date	Due Date	Person	Property	Cash Account	Ex Ac
1687	06/2015	05/14/2015	06/14/2015	adv981 - ADVANCED FLOORING	cypress	1121000000	813
1687	06/2015	05/15/2015	06/01/2015	dia127 - DIABLO WATER DISTRICT	cypress	1121000000	645
1687	06/2015	05/21/2015	06/01/2015	dia127 - DIABLO WATER DISTRICT	cypress	1121000000	645
1687	06/2015	05/21/2015	06/01/2015	dia127 - DIABLO WATER DISTRICT	cypress	1121000000	645
1687	06/2015	05/07/2015	06/01/2015	gat564 - GATECH	cypress	1121000000	683
1687	06/2015	05/15/2015	05/31/2015	hom509 - HOME DEPOT SUPPLY	cypress	1121000000	682
1687	06/2015	05/15/2015	05/31/2015	hom509 - HOME DEPOT SUPPLY	cypress	1121000000	682
1687	06/2015	05/15/2015	06/01/2015	hom905 - HOME DEPOT CREDIT SERVICES	cypress	1121000000	682
1687	06/2015	05/15/2015	06/01/2015	hom905 - HOME DEPOT CREDIT SERVICES	cypress	1121000000	682
1687	06/2015	05/15/2015	06/01/2015	hom905 - HOME DEPOT CREDIT SERVICES	cypress	1121000000	682
1687	06/2015	05/15/2015	06/01/2015	hom905 - HOME DEPOT CREDIT SERVICES	cypress	1121000000	682
1687	06/2015	05/13/2015	06/01/2015	hue548 - HUE & CRY SECURITY SYSTEMS, INC.	cypress	1121000000	683
1687	06/2015	05/01/2015	05/21/2015	mol210 - MOLLY MAID	cypress	1121000000	693
1687	06/2015	05/01/2015	05/21/2015	mol210 - MOLLY MAID	cypress	1121000000	693
1687	06/2015	05/20/2015	06/10/2015	ort18k - ORTA BROTHERS CARPET & UPHOLSTERY CLEANING	cypress	1121000000	693
1687	06/2015	05/13/2015	06/10/2015	ort935 - ORTA & SONS PAINTING CORPORATION	cypress	1121000000	692
1687	06/2015	05/13/2015	06/10/2015	ort935 - ORTA & SONS PAINTING CORPORATION	cypress	1121000000	692
1687	06/2015	05/07/2015	06/07/2015	ort935 - ORTA & SONS PAINTING CORPORATION	cypress	1121000000	692
1687	06/2015	05/14/2015	06/04/2015	pac997 - PACIFIC GAS & ELECTRIC CO.	cypress	1121000000	642
1687	06/2015	05/06/2015	06/01/2015	tod426 - TODD B. ROTHBARD	cypress	1121000000	611
1687	06/2015	05/06/2015	06/01/2015	tod426 - TODD B. ROTHBARD	cypress	1121000000	634
1687	06/2015	05/14/2015	06/12/2015	she101 - SHERWIN WILLIAMS CO.	cypress	1121000000	692

Step 9: Collect your original invoices and order them the same that they are listed on the report. Place the **Weekly Payable Report** as a coversheet to the stack of invoices and send them via US Postal service to the corporate office.

Please do not print your payable report from the batch payable screen shown below

Batch Payable

Id	(new)		
Total Declared	0.00	Entered	0.00
Items Declared	0	Entered	0
Description	iwesterlund 07/07/2015 01:42		
Notes			