



## Accounts Payable Checklist

Welcome to Evisions' IntellectCheck! We are proud that you have chosen our solution to help you print professional and ultra-secure checks. Please provide the items below no later than 20 days prior to your Testing Date, so that we can design your Accounts Payable check. NOTE: If the requested items are not provided within this timeframe, rush charges may apply in order to meet your Go-Live Date. Please submit all items to **Sherie Delaney**, Project Coordinator either via email: [sherie@evisions.com](mailto:sherie@evisions.com); fax: (714) 730-2524, or mail: 14522 Myford Road, Irvine, CA 92606.

- Project Coordinator Name/Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- Testing Date: \_\_\_\_\_ Go-Live Date: \_\_\_\_\_
- Server OS: \_\_\_\_ Unix, \_\_\_\_ VMS, \_\_\_\_ NT and Finance Banner® Version: \_\_\_\_\_
- AP Check Layout number you have chosen from our website: \_\_\_\_\_

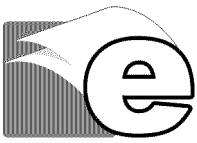
Samples and specifications located at: [http://www.evisions.com/document\\_center/index.asp](http://www.evisions.com/document_center/index.asp). Deviations from standard layout could incur additional charges at our programmer's hourly rate of \$125.00 per hour.

- Send at least 8 samples of your check stock and a sample window envelope (if applicable) for testing purposes. Please be sure to provide the attached check specification sheet to your vendor to verify they can provide the appropriate stock for our templates. Non-standard forms will incur additional costs. If you would like a referral to a vendor that supports our standard check templates, you may contact: Tina Carpenter with **GLOBAL DOCUGRAPHIX** at: (800) 325-3120 X6312 or email at: [tina.carpenter@gdxinc.com](mailto:tina.carpenter@gdxinc.com).
- Logo (preferably in a .bmp format, 300 dpi)
- MICR encoding specifications provided by your bank.
- Voided copy of current Accounts Payable Check for each bank account.
- Authorized Check Signers: Provide 3 signatures on plain white paper in black ink or digitized signatures in .bmp format, 300dpi. Please do not attempt to fax the signatures, as the quality will diminish.
- A screen print of the Bank Code Maintenance Form (GXR BANK) from Banner® for each AP bank code you are using. Please verify all account information is current for each code.
- Signature levels (Do you want a specific dollar amount above, which you would like to require one or more manual signatures?)
- Sorting: **Note** by default, sorting can be done on the following fields Check Number, Check Date, Payee, Amount, Status (Printed/Unprinted/Void), Type (Check/Debit), User Name, Batch, and Activity Date. If other fields are desired, please give us detailed information on your sort criteria.

### OPTIONAL MODULES

- Email Module** – If you purchased the email module, please provide the GTVEMAL\_CODE, which we will use to pull the addresses from the GOREMAL Table.
- Positive Pay** – If you purchased our positive pay module, we will need the file layout specifications provided to you by your bank.

**THANK YOU!**



**Evisions AP Check Sample**  
 18818 Teller Avenue, Ste. 250  
 Irvine, CA 92612  
 (949) 833-1384

Bank of America  
 General Account  
 12-34/567

OFFICE DEPOT  
 Name in box should match payee name below.

**A0022353**

**Check Date**

01/31/05

**Check Amount**

\$\*\*\*\*\*1.00

This Check Void After 180 Days

**PAY** \*\*\*\*\*One & 00/100 Dollars\*\*\*\*\*

**TO THE ORDER OF**

OFFICE DEPOT  
 12345 Jamoree Rd  
 Suite 100  
 Irvine, CA 92612-3147

**#1**

*John M Smith*  
 AUTHORIZED SIGNATURE REQUIRED

⑈0000022353⑈ ⑆123456789⑆ 1234567890⑆

**EVISIONS Sample - General Account**

INVOICE		GROSS AMOUNT	DISCOUNT	TAX	ADDITIONAL CHARGES	NET AMOUNT
NUMBER	DATE					
070386715/00139	01/24/05	12.50	.00	.00	.00	12.50 USD
069913797/00199	01/17/05	5,500.00	.00	.00	.00	5,500.00 USD
069716955/00199	01/13/05	497.90	.00	.00	.00	497.90 USD
069822328/00199	01/14/05	38.42	.00	.00	.00	38.42 USD
069822940/00100	01/14/05	61.79	.00	.00	.00	61.79 USD
069823321/00199	01/14/05	47.31	.00	.00	.00	47.31 USD
070602223/00199	01/17/05	362.40	.00	.00	.00	362.40 USD
069913767/00199	01/17/05	153.75	.00	.00	.00	153.75 USD
070664149/00199	01/24/05	10.96	.00	.00	.00	10.96 USD
070386715/00199	01/24/05	18.00	.00	.00	.00	18.00 USD
070663914/00199	01/26/05	150.82	.00	.00	.00	150.82 USD
070557968/00199	01/26/05	23.79	.00	.00	.00	23.79 USD
070565199/00199	01/26/05	49.05	.00	.00	.00	49.05 USD
070565247/00199	01/26/05	38.39	.00	.00	.00	38.39 USD
070386936/00199	01/24/05	28.67	.00	.00	.00	28.67 USD
070566267/00199	01/26/05	555.00	.00	.00	.00	555.00 USD
070664148/00199	01/26/05	140.44	.00	.00	.00	140.44 USD
<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>TOTAL GROSS</b>	<b>TOTAL DISCOUNT</b>	<b>TOTAL TAX</b>	<b>TOTAL ADDL CHARGES</b>	<b>CHECK AMOUNT</b>
A0022353	01/31/05	7,689.19	.00	.00	.00	*****7,689.19

The diagram shows a vertical stack of three sections. The top section is a gray wavy patterned area labeled 'THIS IS YOUR CHECK' with a double-headed arrow indicating its height. Below it is a white section labeled 'THIS IS YOUR STUB' with a double-headed arrow indicating its height. A horizontal dotted line separates the two sections, labeled 'Perforation at 3 1/2\"

THIS IS YOUR CHECK

Colored check portion to stop at 3"

Perforation at 3 <sup>1/2</sup>"

THIS IS YOUR STUB

If you are using an envelope with your checks, then these are your specifications. It's called 8.5x11 cut sheet security stock. Ensure that any stock you use conforms to these dimensions. We can accommodate other types of stock, but only at additional cost to you.

11" Total

Evisions Sample - General Account

INVOICE		DESCRIPTION	GROSS AMOUNT	DISCOUNT	ADDITIONAL CHARGES	NET AMOUNT
NUMBER	DATE					
070386715/00139	01/24/05	Supplies, Classroom	.00	.00	.00	12.50 USD
069913797/00199	01/17/05	Chair, Desk, Wood	.00	.00	.00	5,500.00 USD
069716955/00199	01/13/05	Desk, Classroom, Wood	.00	.00	.00	497.90 USD
069822328/00199	01/14/05	Tablets, Ruled, 8.5x11	.00	.00	.00	38.42 USD
069822940/00100	01/14/05	Markers, Whiteboard	.00	.00	.00	61.79 USD
069823321/00199	01/14/05	Bananas	.00	.00	.00	47.31 USD
070602223/00199	01/17/05	Pens, Black, Fine Point	.00	.00	.00	362.40 USD
069913767/00199	01/17/05	Supplies, Office	.00	.00	.00	153.75 USD
070664149/00199	01/24/05	Chain Saws	.00	.00	.00	10.96 USD
070386715/00199	01/24/05	Desk, Office, Wood	.00	.00	.00	18.00 USD
070663914/00199	01/26/05	Chair, Folding, Metal	.00	.00	.00	150.82 USD
070557968/00199	01/26/05	Tablets, Ruled, 8.5x11	.00	.00	.00	23.79 USD
070565199/00199	01/26/05	Pens, Black, Fine Point	.00	.00	.00	49.05 USD
070565247/00199	01/26/05	Parachute, High	.00	.00	.00	38.39 USD
070386936/00199	01/24/05	Performance	.00	.00	.00	28.67 USD
070566267/00199	01/26/05	Kit, First Aid	.00	.00	.00	555.00 USD
070664148/00199	01/26/05	Supplies, Maintenance Supplies, Stores	.00	.00	.00	140.44 USD
<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>VENDOR ID</b>	<b>TOTAL GROSS</b>	<b>TOTAL DISCOUNT</b>	<b>TOTAL ADDL CHARGES</b>	<b>CHECK AMOUNT</b>
A0022353	01/31/05	ADG23423	.00	.00	.00	*****7,689.19

\*\*\*\*\* Detach and retain for your records. \*\*\*\*\*

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**Evisions AP Check Sample**  
18818 Teller Avenue, Ste. 250  
Irvine, CA 92612  
(949) 833-1384

Bank of America  
General Account  
12-34/567

OFFICE DEPOT  
Name in box should match payee name below.

**Check Date**  
01/31/05

**Check Amount**  
\$\*\*\*\*\*7,689.19

This Check Void After 180 Days

**A0022353**

**PAY** \*\*Seven Thousand Six Hundred Eighty Six & 19/100 Dollars\*\*\*\*\*

**TO THE ORDER OF** OFFICE DEPOT  
12345 Jamoree Rd  
Suite 100  
Irvine, CA 92612-3147

**#4**

*John M Smith*  
AUTHORIZED SIGNATURE REQUIRED

⑈0000022353⑈ ⑆123456789⑆ 1234567890⑆



**Evisions AP Check Sample**  
18818 Teller Avenue, Ste. 250  
Irvine, CA 92612  
(949) 833-1384

\*\*\*\* NOTICE \*\*\*\*

*E-mail deposit statments  
to eliminate printing and  
mailing completely!*

OFFICE DEPOT  
12345 Jamoree Rd  
Suite 100  
Irvine, CA 92612-3147

Perforation at 1/2"

1/2"

1/2"

# Stub

If you are using fold/seal stock, then these are your specifications. It's called 8.5x14 offset z-fold security stock. Ensure that any paper you use for Evisions fold/seal checks conforms to these dimensions. We can accommodate other types of stock, but only at additional cost to you.

Perforation 5 1/4"

Check begins at 7 1/4" perforation

# CHECK

Colored check section begins at 7 1/4" and continues to 9 3/8"

Check ends at 10" perforation

Perforation 10 1/2"

Perforation 11"

# Mailing Address Flap

14" Total