## How Do I Extract Check Data to Pass to Paymerang

When schools use Paymerang as their Check Processing company, they must pass that check information along to Paymerang, to let them know the invoice and check information.

This document walks through that process.

For users on Windows10 computers, it is strongly recommended that a drive/folder be setup on the user's computer, as a place to export the Paymerang file to. Instructions for that process can be found by clicking the link below.

https://secureservercdn.net/198.71.233.135/a4f.495.myftpupload.com/wpcontent/uploads/2013/03/How-to-Set-Up-a-New-Mapped-Drive-Folder-for-Ascendance-Exportson-a-Win10-Computer.pdf

Paymerang generally requires the same information be provided, regardless of the school. Because Senior Systems has been partnering with this company for some time now, your Paymerang rep will likely be able to provide you with a copy of the report template they require. If they do not provide this file, one of the Support representatives at Senior Systems can install it for you as well.

Once the mapped drive and the report template are in place, follow the steps below to generate and save the file, to then pass it along to Paymerang.



In Accounts Payable, go to Reports>Custom Reports>Public Custom Reports>Paymerang Payment Export.

🐓 Ascendance Accounts Payable - ( Admiral Farragut Academy )			– 🗆 🗙	Master Phone Li	EFT Docs - Shortcut
Maintenance View Invoices Checks P.O. & Receiving End of Period R	leports Mailing Help				
Vendors P.O. Receiving Purchase Entry Cash Disburse Hand I	Vendor List Vendor Sheet Vendor Recurring Charge List Vendor Product List Vendor Change Report	Show Dashboard		MBP Bug.txt	Academics
	Vendor Purchase Summary Vendor Unpaid Invoices Report Vendor History Report Vendor Void History Report Projected Cash Requirements				
	Check Register Check Register By Fiscal Period				
	1099 Forms 1099-NEC Forms 1099 Interest Income Forms 1099 Electronic Filing	<b>ICE</b> <sup>®</sup>			
	Purchase Order List Print Purchase Orders Purchase Order Receiving				
	Custom Reports >	Public Custom Reports >	Budget Report Mo	nthly	
		Custom Reports Settings	CS Product YTD Sa GL Multi Year Simp Inventory OHQ Exp Paymerang Pay Exp	les with OHQ Ile Income Statement by Fiscal Per port port	riod
			Paymerang Payme	nt Export	

Select the Date of the check run that you need to provide to Paymerang, and the Cash Account against which the checks were issued, then click OK:

Enci viluos	
elect Posted Date:	PostedDate
Please enter Date in format "yyyy-mm-dd".	
2021-7-13	
elect Cash Account:	CheckingAccount
Bank United Operating 9237	
	OK Cancel



The formatted report will generate, with the information requested by Paymerang.

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	Preview										
		Payment No	V en dor ID	Pavee Name	Payment Amount	Invoice Date	Invoice Number	Original Invoice Amo	untDiscount	Net Invoice Amount	Details Description
		67549	BSNS01	BSN Sports, Inc	9,686.42	06/15/2021	912951172	992.10	0.00	992.10	Phenom T Shirts
		67549	BSNS01	BSN Sports, Inc	9,686.42	06/17/2021	912974717	8,694.32	0.00	8,694.32	TG Polo Shirts
		67560	SKYW 01	Skyway Supply	469.55	06/23/2021	50231	469.55	0.00	469.55	Janitorial Supplies
		67553	FCSI01	FCS, Inc	287.50	06/28/2021	529886	287.50	0.00	287.50	Mess Hall Grease Trap
		67559	SHER01	Sherwin - Williams	299.65	06/28/2021	9440-1	299.65	0.00	299.65	Paint
		67548	AQUA01	Aquatic Obsessions	1,470.00	07/01/2021	25445	1,470.00	0.00	1,470.00	Instructor insurance x 2
		67551	CREA03	Creative Image Landscape Maintenance,	3,650.00	07/01/2021	17282	3,650.00	0.00	3,650.00	July Landscaping
		67552	EWIN01	Ewing Irrigation Products Inc	167.28	07/01/2021	14511218	167.28	0.00	167.28	Pesticide for soccer fields
		67556	PARC01	Parchment Inc	890.00	07/01/2021	10246	890.00	0.00	890.00	Annual Fee: Transcripts
		67557	PIO N01	Pioneer Manufacturing Company	366.40	07/01/2021	INV 793444	366.40	0.00	366.40	Game Day Paint
		67558	SENI01	Senior Systems, Inc	733.08	07/01/2021	3003-1000007582	733.08	0.00	733.08	July Support
		67561	VERI01	Verizon Wireless	540.43	07/01/2021	9883122064	540.43	0.00	540.43	Cell phones
		67550	CONT01	Contract Cleaning Specialists	12,521.70	07/07/2021	305702	12,521.70	0.00	12,521.70	July Cleaning & Floors
		67554	GRAB01	Jennifer Grabowski	1,620.00	07/12/2021	030915	1.620.00	0.00	1,620,00	Camp Allowance - 2 weeks
		67555	HIS&01	His & Hers Limousines	166.00	07/12/2021	6667	166.00	0.00	166.00	Student Transportation

In the upper left-hand corner of the report, click on the Export Report icon

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Pn Export Report									
		Payr 675/	ment N	<u>10</u>		Ven	dor ID	<u>.</u>	

The Export Options window will appear

Export	×
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Destination:	Cancel
i Disk file V	



From the Format drop-list, select the Microsoft Excel 97-2000 (XLS) option:

Export	×
Format:	
🖃 Adobe Acrobat (PDF) 🗸 🗸	ОК
Adobe Acrobat (PDF)  Crystal Reports (RPT)  HTML 3.2  HTML 4.0	Cancel
Microsoft Excel 97-2000 (XLS)	
Microsoft Excel 97-2000 - Data only (XLS)  Microsoft Word (RTF)	
Microsoft Word - Editable (RTF)	
ODBC     Record Style - Columns with spaces (REC)	

Leave the Destination set as Disk File and click OK:

Export	×
Format:	
Microsoft Excel 97-2000 (XLS) ~	ОК
Destination:	Cancel
$\bigcirc$ Disk file $\checkmark$	

You may receive the warning below. As we are not sending any email at this time, simply click OK to begin the export.

Email	$\times$
There is no email program associated to perform the requested action. Please install an email program or, if one is already installed, create an association in the Default Programs control panel.	
ОК	



Leave all settings on the Excel Format Options window as they appear and click OK.

Column width	
Column width based on objects in the :	Whole Report $\sim$
O Constant column width (in points) :	36.0
Export page headers and page footers :	Once Per Report
Create page breaks for each page	Page range

You will now need to direct the Export to a Folder on the computer. Use the Navigation pane that appears to select the drive/folder that was mapped on the computer for these exports and click Save.

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Select Export File					×
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Save as type: MS Excel 97-2000 Work	book(*.xls)				~
∧ Hide Folders			9	Gave (	Cancel



Once the file export is complete, you will now see an Excel version of the Paymerang file in the folder.

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A	ЗС	D	E F	G	Н	I	J	К	L
1 Payment No	Vendor ID	Payee Name	Payment Amount	Invoice Date	Invoice Number	Original Invoice Amoun	t Discount	Net Invoice Amount	Details Description
3 67549	BSNS01	BSN Sports Inc	9,686.42	06/17/2021	912951172	8 694 32	0.00	8 694 32	TG Polo Shirts
4 67560	SKYW01	Skyway Supply	469.55	06/23/2021	50231	469.55	0.00	469.55	Janitorial Supplies
5 67553	FCSI01	FCS, Inc	287.50	06/28/2021	529886	287.50	0.00	287.50	Mess Hall Grease Trap
6 67559	SHER01	Sherwin - Williams	299.65	06/28/2021	9440-1	299.65	0.00	299.65	Paint
7 67548	AQUA01	Aquatic Obsessions	1,470.00	07/01/2021	25445	1,470.00	0.00	1,470.00	Instructor insurance x 2
8 67551	CREA03	Creative Image Landscape Maintenance	, Inc 3,650.00	07/01/2021	17282	3,650.00	0.00	3,650.00	July Landscaping
9 67552	EWIN01	Ewing Irrigation Products Inc	167.28	07/01/2021	14511218	167.28	0.00	167.28	Pesticide for soccer fields
10 67556	PARC01	Parchment Inc	890.00	07/01/2021	10246	890.00	0.00	890.00	Annual Fee: Transcripts
11 67557	PION01	Pioneer Manufacturing Company	366.40	07/01/2021	INV793444	366.40	0.00	366.40	Game Day Paint
12 67558	SENI01	Senior Systems, Inc	/33.08	07/01/2021	3003-1000007582	733.08	0.00	/33.08	July Support
13 6/561	VERI01	Verizon Wireless	540.43	07/01/2021	9883122064	540.43	0.00	540.43	Cell phones
14 0/550	CONTUT	Contract Cleaning Specialists	12,521.70	07/12/2021	305/02	12,521.70	0.00	12,521.70	July Cleaning & Floors
15 0/004	GRADUT	Jennier Gradowski	1,020.00	07/12/2021	030315	1,620.00	0.00	1,020.00	Camp Allowance - 2 Weeks
17 18	niodol	na o nera cinicualites	100.00	01112/2021	0001	100.00	0.00	100.00	

The file can now be provided to Paymerang for processing.