

# 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.

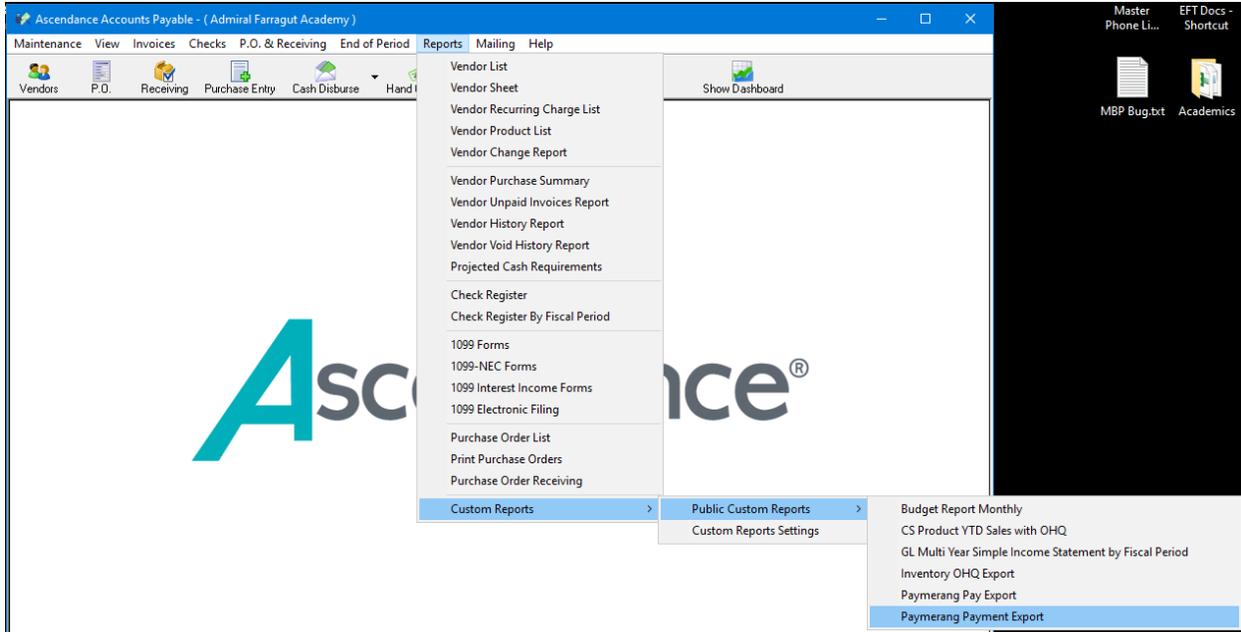
For users on Windows10 computers, it is strongly recommended that a drive/folder be setup on the user's computer, as a place to export the Paymerang file to. Instructions for that process can be found by clicking the link below.

<https://securereservercdn.net/198.71.233.135/a4f.495.myftpupload.com/wp-content/uploads/2013/03/How-to-Set-Up-a-New-Mapped-Drive-Folder-for-Ascendance-Exports-on-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.



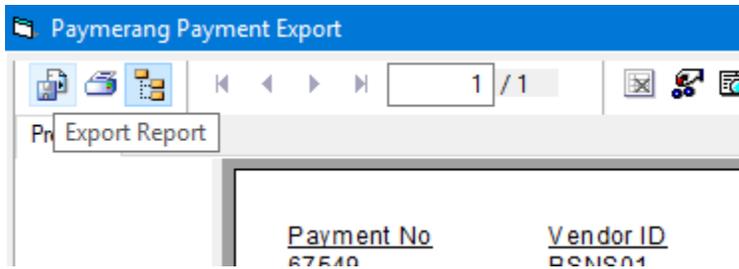
Select the Date of the check run that you need to provide to Paymerang, and the Cash Account against which the checks were issued, then click OK:

A screenshot of the 'Enter Values' dialog box. The dialog has a title bar with a close button. It contains two main sections: 'Select Posted Date:' and 'Select Cash Account:'. The 'Select Posted Date:' section has a text input field containing '2021-7-13' and a calendar icon. Below it, a label reads 'Please enter Date in format "yyyy-mm-dd".'. The 'Select Cash Account:' section has a dropdown menu with 'Bank United Operating 9237' selected. At the bottom right, there are 'OK' and 'Cancel' buttons.

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

Payment No	Vendor ID	Payee Name	Payment Amount	Invoice Date	Invoice Number	Original Invoice Amount	Discount	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
67550	SKYW01	Skyway Supply	469.55	06/23/2021	50231	469.55	0.00	469.55	Janitorial Supplies
67553	FCS01	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	Parcment Inc	890.00	07/01/2021	10246	890.00	0.00	890.00	Annual Fee- Transcripts
67557	PION01	Pioneer Manufacturing Company	366.40	07/01/2021	INV793444	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



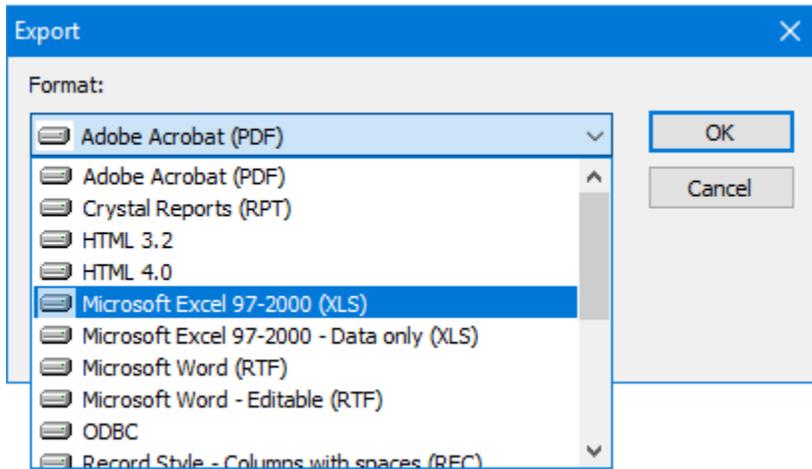
The Export Options window will appear

**Export** ✕

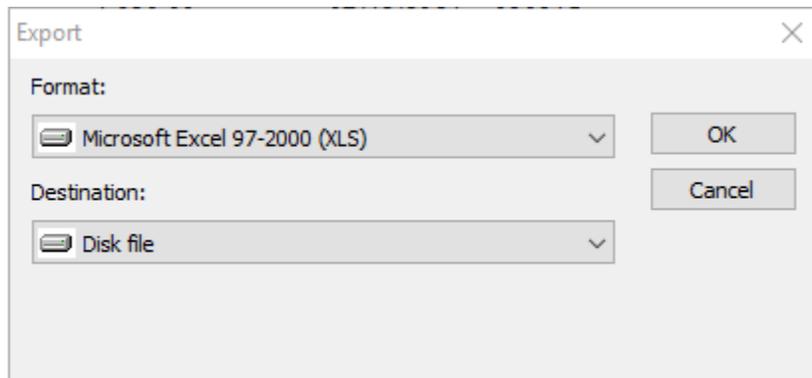
**Format:**

**Destination:**

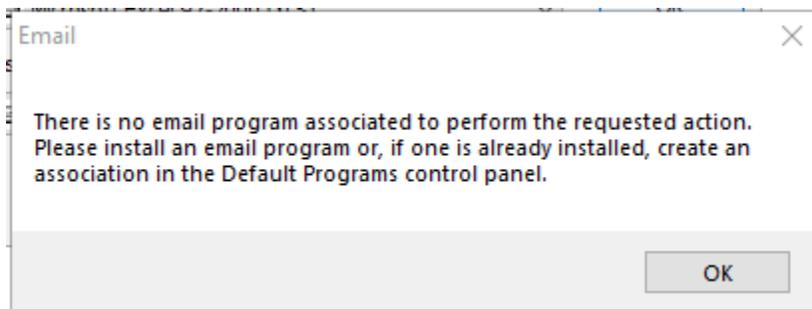
From the Format drop-list, select the Microsoft Excel 97-2000 (XLS) option:



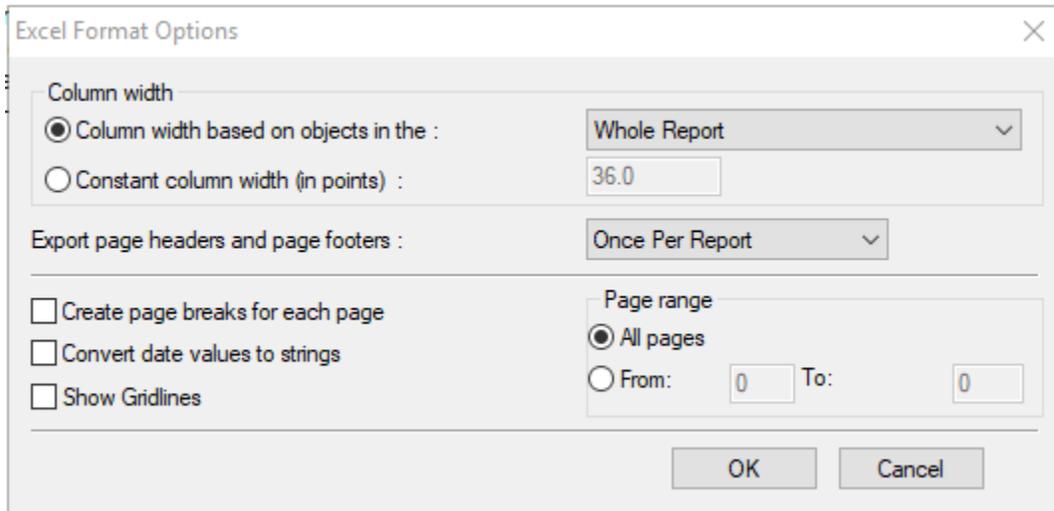
Leave the Destination set as Disk File and click OK:



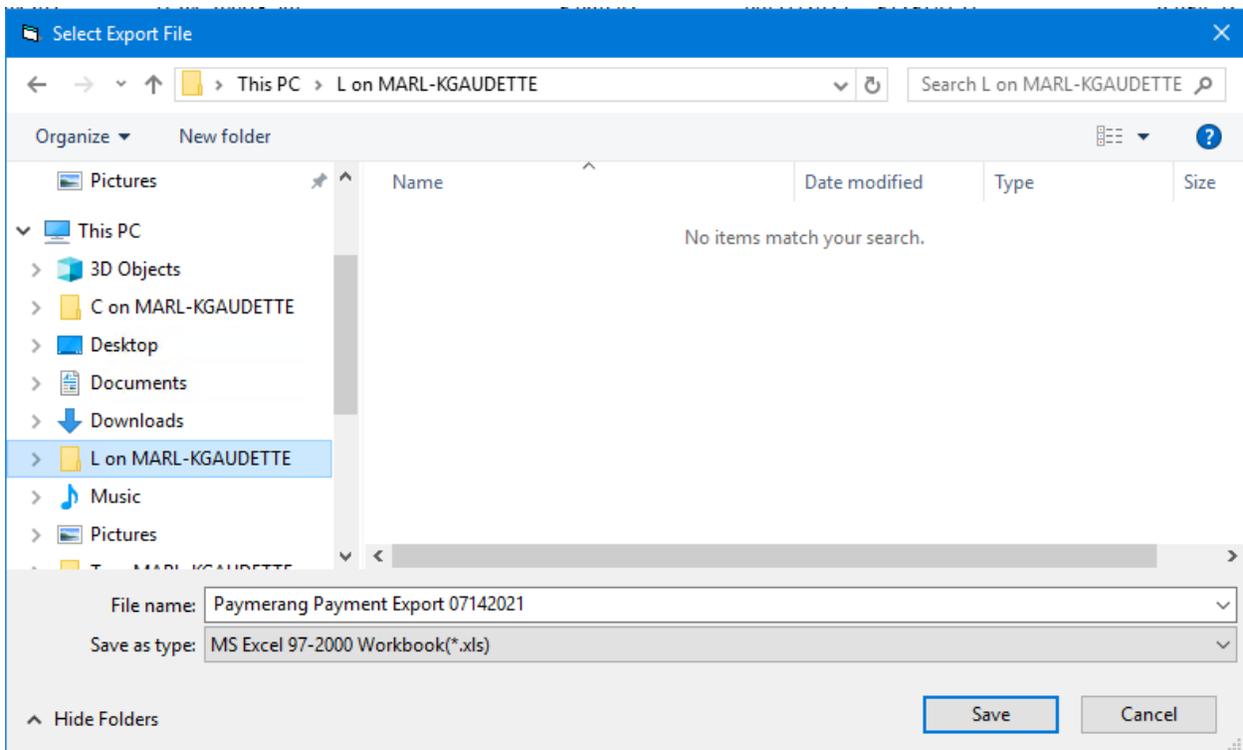
You may receive the warning below. As we are not sending any email at this time, simply click OK to begin the export.



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



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.



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

Payment No	Vendor ID	Payee Name	Payment Amount	Invoice Date	Invoice Number	Original Invoice Amount	Discount	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	SKYW01	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, Inc	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	10245	890.00	0.00	890.00	Annual Fee: Transcripts
67557	PION01	Pioneer Manufacturing Company	366.40	07/01/2021	INV793444	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	9893122064	540.43	0.00	540.43	Cell phones
67550	CONT01	Contract Cleaning Specialists	12,521.70	07/07/2021	905702	12,521.70	0.00	12,521.70	July Cleaning & Floors
67554	GRAB01	Jennifer Grabowski	1,620.00	07/12/2021	930915	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

The file can now be provided to Paymerang for processing.