

## Process Payment

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### Daily > Accounts Payable > Payment Batches

If you have already tagged the invoices to pay, you will see your batch/es on this screen. If not, see [Tag Invoices for Payment](#).

**Click to highlight the payment batch to process and click the Process Payment button.**

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#### Enter the payment information:

**Amount:** The total amount of invoices that are tagged for payment for this check batch is displayed.

**Checkbook:** Select the checkbook from which this check batch will be processed. (The checkbook to be defaulted is assigned in Setup > Options > Accounts Payable > Payment.)

**Cash Account:** Select the G/L cash account in which this check batch will be processed. The account is displayed without the fund#. This G/L cash account must exist for every fund for which invoices are being processed within this batch.

**Beginning check#:** Enter the first check# for this check batch. The next check# will be defaulted (Setup > Checkbooks) but can be overridden.

**Period:** The month/year this payment batch will be posted to the cash account/s in G/L.

**Date:** The payment date for this check batch.

**Pay all vendors with paper checks:** Check this box if you want to issue paper checks for all vendors in this check run, regardless of the vendor setting for electronic payments.

- Click OK.
- The payment batch will be displayed.

If this payment batch includes both paper and electronic (EFT) payments, tabs will separate the payment types (Checks vs. EFT Payments). Each payment type will be processed separately.

**NOTE:** An EFT batch is auto-generated if the vendor's EFT screen is set to Pay Electronically. If an EFT payment batch should not have been generated, exit from this screen. Return to the Process Payment screen and check the box to Pay all vendors with paper checks.

**Print Checks:** Click on the dropdown arrow for Print Checks, if you would like to preview your checks about to be printed. Click the Print Checks button to go directly to the printer. If you must reprint part of the check batch, click Print Checks, and enter the range of check#'s to reprint. The check stub will print the Invoice Date, Invoice#, Comments, and Amount. Multiple lines will be combined on the check stub if the date, Invoice#, and Comments are the same. If any of these differ, separate lines will be printed on the stub. If using pre-printed forms, to avoid errors of check number assignment, it is highly recommended you compare the beginning and the ending check# printed on the check stubs against the beginning/ending check# displayed on the screen.

**To renumber checks:** In event the printer jams in the middle of the check print, or for some other reason you must renumber checks, right-click on the first check# to be renumbered. This allows you to renumber the remaining checks in this batch. The system does not store the fact

that you renumbered the checks, so if you leave this screen and then come back later to post the batch, be sure the checks are numbered correctly before posting.

**Overflow Stubs:** If any checks have too many lines to fit on the stub, the Overflow Stubs button will be highlighted as an alert for you. After all checks have printed, load plain paper in the printer and click the Overflow Stubs button to print this information. See [Print A/P Check Stubs](#) on how to reprint after the batch is posted.

**Reports:** The reports dropdown arrow allows you to print (or send to Excel) the list of payments displayed on this screen.

**Post:** Double-check the beginning/ending check numbers printed vs those displayed on the screen. After all checks are printed successfully, click the Post button. Both Checks and EFT Payments will be posted. See Electronic Payments below.

**Delete:** Click this button only if you wish to start over with this payment batch. If the batch is deleted, the tags are removed. If you do not wish the tags to be removed but want to tag/untag additional invoices, exit from this screen, and click Tag Invoices. Tag/untag additional invoices; then click Process Payment to proceed with the payment batch.

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## Electronic Payments (EFT)

If EFT Payments exist in this payment batch (company-initiated payments directly to vendors via ACH), they will be displayed on a tab named EFT Payments. The reports dropdown arrow allows you to print (or send to Excel) the list of EFT payments displayed on this screen.

After the payment batch is posted, go to Daily > [Generate ACH File](#) to create the transmittal file to send to the bank. The file format is defined in Setup > Exports > EFT File Formats.

- *Note: If there is a problem with an electronic payment batch after the batch has been posted, you can go to Process Pay, filter to find the posted batch. Delete the batch. This leaves the payments still tagged. You can then Process Pay again, changing month, date, etc. When you post the batch, you must go to Generate EFT. If you need to send the file to the bank, the file is available. If you do not need to send the file to the bank again, just change the status on your batch to Processed.*

How to remove a vendor payment from the ACH file before transmitting to the bank:

- Go into My Computer and delete the ACH text file that was already created.
- Go to A/P vendor transaction history and void the payment.
- Menu option Daily > Generate ACH File. Select the checkbook and status Processed.
- Double-click on the appropriate batch. Note the payment you do not want to include is now marked Void. Cancel from this screen.
- Check the "Include" box on the batch/es to include and click Create File.
- Proceed with transmitting the newly generated file to the bank.

**Check Register:** To print a check register, use Detail Report Writer. All types of payments can be included (or excluded) in the check register (paper checks, EFT, unused check#'s, as well as any manual payments recorded).

**Unused Check#'s:** If you wish to record in the system any check forms that were not used, due

to printer jam, etc., the menu option is Daily > Accounts Payable > [Enter Unused Checks](#). If unused checks are recorded in the system, these can be included in the printed check register, if you wish, for audit purposes.

**Positive Pay:** If your bank requires a positive pay file for fraud prevention, the menu option to generate this is Daily > [Create Positive Pay](#).

**How to print A/P checks if the batch is already posted:** You can print checks that have already been posted. Menu option Daily > Accounts Payable > Payment Batches. Click the Filter button. Select Posted Yes and enter either the batch# or the month/year. Click OK. Double click on the appropriate batch. Click OK on the Process Payment screen. You can print checks from there. The batch is already posted, so exit from this screen when finished.

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