Last Modified on 08/05/2026 10:54 am EDT

Process Payment

Daily > Account Payable Payments > Payment Batches

Once you have tagged the invoices to pay in the payment batch, 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.

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 Settings > Accounts Payable > Payment Options.)

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 (Settings > Accounts Payable > 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.*

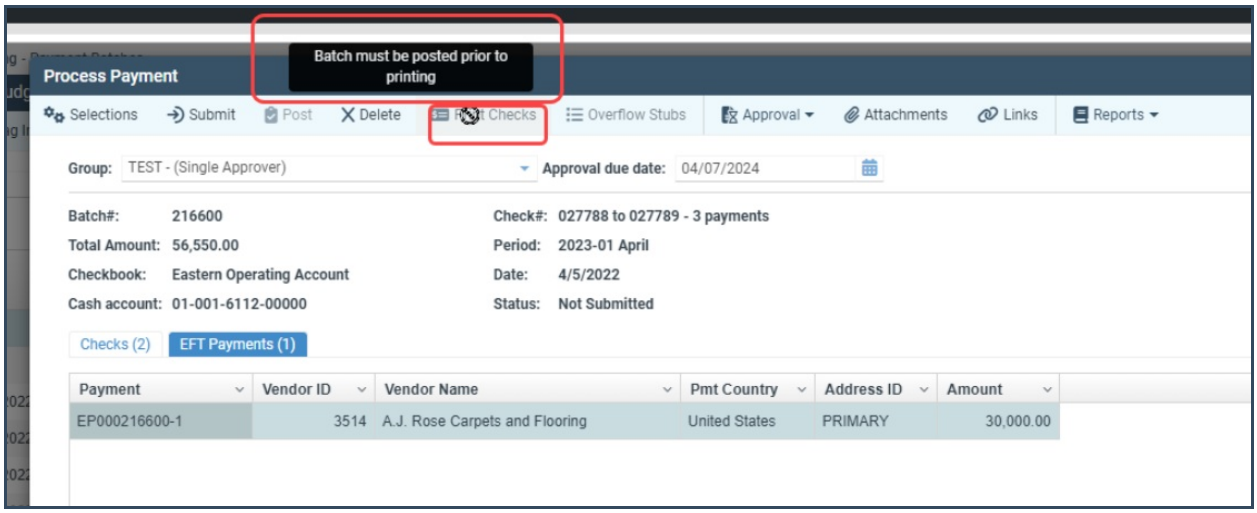
IMPORTANT: If your organization has EFT File Fraud Mitigation measures enabled and requiring certification, please refer to the EFT Certification section at the bottom of this article to understand the specialized buttons, visual row indicators, and posting restrictions applied to this screen when those security features are active.

Post: This action records the payments in the system and reflects the adjustments on your financials. Once posted, you can print checks.

Unpost: This button will appear only after the payment batch has been posted. If you need to unpost the batch to make any modifications, simply click **Unpost.**

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.

Print Checks: The payment batch must be posted before the **Print Checks** button is enabled. Once you've posted the payment batch, click on the dropdown arrow for Print Checks if you would like to preview your checks. 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 numbers to reprint. The check stub will print the Invoice Date, Invoice Number, Comments, and Amount. Multiple lines will be combined on the check stub if the date, Invoice Number, 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** that you compare the beginning and ending check numbers printed on the check stubs against the beginning/ending check number displayed on the screen.



To renumber checks: If the printer jams in the middle of the check print, or for some other reason, you must renumber checks, click the Unpost button, then right-click on the first check number to be renumbered. This allows you to renumber the remaining checks in this batch. You must click Post once you've renumbered your checks before you can print checks.

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 been 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.

Attachments: Displays a badge count and opens the file repository window for the payment batch. This allows you to view, upload, or attach supporting digital paperwork directly to the batch record.

Links: Opens the system linkage cross-reference menu. This allows users to view or create explicit shortcuts connecting this specific payment batch to other system modules, data entry screens, historical accounting records, or external custom destination URLs.

PMT Country: The Country in which the Vendor's bank resides that is set up on the Vendor Maintenance Screen.

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 Settings > Accounts Payable > 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 it, and find the posted batch. Delete the batch. This leaves the payments still tagged. You can then process payment again by changing the month, date, etc. When you post the batch, you must go to Generate EFT. If you need to send the file to the bank, it 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 it to the bank:

- Go into My Computer and delete the ACH text file that was already created.
- Go to the 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. The payment you do not want to include is now marked as 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: Use the Detail Report Writer to print a check register. The register can include (or exclude) all types of payments (paper checks, EFT, unused check numbers, and any manual payments recorded).

Unused Check#'s: The menu option is Daily> Enter Unused Checks. If you wish to record in the system any check forms that were not used due to printer jams, etc., you can do so *by selecting the option.* If unused checks are recorded in the system, they can be included in the printed check register 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 > Payment Batches*. Click the Advanced Filters 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.

EFT Certification

If any payment lines on the EFT Payments tab require certification, clicking Post is actively blocked. The user will see the following message when hovering over the grayed-out Post button: *"Fraud mitigation review and certification must be completed before the batch can be posted."* The batch cannot be finalized or posted until these items are certified.

Visual Alerts & Field Layout Changes

- **Certification Required:** A tracking column added to the processing grid. If an active checkmark is displayed in this column, the payment line requires certification.
- **Red Row Highlights:** Payments triggering certification requirements are highlighted with a light red background.
- **Certify EFT:** A utility button added to the window toolbar used to launch the certification process for payments requiring certification.
- **Certification Log:** A log button was added to the window toolbar used to access any certifications processed for the batch.

Processing Steps

To certify payments, an authorized user must perform the following process:

1. Click to highlight the red row (Certification Required) entry in the grid.
2. Click the Certify EFT button on the top toolbar, or right-click the row and select Certify EFT.
    a. **Permission Restrictions:** A user profile must possess Vendor EFT Certification Permission, Access Level = 10. If a user lacks this access level, the toolbar button and the right-click menu option are grayed out and unselectable. Hovering the mouse cursor over the disabled icon displays a hover message alerting the user to the restriction.
    b. ***Note:*** *If a payment batch contains only fully verified vendors and no security exceptions are present, certification options automatically default to grayed out for all users.*
3. Review the Payment Certification prompt detailing why certification is required.
4. If the payment should be certified, the user must click the blue Certify button to apply the certification. Once all required certifications in the batch have been successfully cleared, the red row highlights will revert to standard white, the Certification Required checkmarks will drop, and the Post button will become available.