Process Payments ℹ

Process Payments
This menu allows you to print checks and process ACHs or EFTs.

Help Files
Click the information icon to access step-by-step instructions for this particular page.

Method: ○ Check ○ EFT ○ ACH

Source
🌐 All

Due on or Before
08/17/2014

Filters :

Vendor: (All Vendors)
Site: (All Sites)
User: (All Users)

Select
2) Select invoices by checking the boxes.

Search
1) Search for invoices to be paid during this pay run. If you cannot find a certain payment, try changing the date in the **Due on or Before** field.

Invoice Number	Date	Due Date	Sep. Check?	Amount	☑ Select
PR20140529845305	05/29/2014	05/29/2014		$75.00	☑
PR201406051535215	06/05/2014	06/05/2014		$75.00	☑
PR201407301138185					

NCRetire	NC State Retirement	Site 999 - Name	PR201405151319114
NCRetire	NC State Retirement	Site 999 - Name	PR201405151319434
NCRetire	NC State Retirement	Site 999 - Name	PR201405221426534
NCRetire	NC State Retirement	Site 999 - Name	PR201405281333554
NCRetire	NC State Retirement	Site 999 - Name	PR20140529845304

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Print Confirmation

🖨 Did the Checks Print OK?

Yes, all the checks printed successfull

No, some of the checks did not print s
Enter first incorrectly printed check in the range of 1002 to 1003.

[   ] (After input click Continue)

No, I did not print any checks at this time. (Click Cancel)

Print
4) If all checks printed successfully, click **Accept**. If some checks did not print, enter the range of incorrectly printed checks and click **Continue**. If you want to cancel and start over, click **Cancel**.

🏳 ACCEPT

🏳 CONTINUE

⊘ CANCEL

Check Date
05/28/2020

Starting Check #
1002

Check Type
Pre-printed

Total Amount
-$18,773.23

Process
3) Click the **Process** button when you have selected the invoices to be paid during this check run.

Print Order
○ Vendor Code   ● Vendor Name

📷 PROCESS