

Process Payments from Purchasing

1. From Purchasing module click **Process Payments**.

a. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

Process Payments

Print Check Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Next Check No: 00001107 Checks ACH

Process Payments Archive File

Select All Clear All Export View Filter (F3) 24 record(s) (4 selected)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount	Hold	Hold Reason
<input checked="" type="checkbox"/>	01/09/2018	PAY-629	Archer Daniels Midland	00001028	AP Payment	5,588.06	<input type="checkbox"/>	
<input type="checkbox"/>	01/23/2018	PAY-644	The Andersons	00001036	AP Payment	1,667.00	<input type="checkbox"/>	
<input type="checkbox"/>	05/08/2018	PAY-718	Marathon Oil Corporation	00001069	AP Payment	1,611.38	<input type="checkbox"/>	

b. Click **Print Check** to open the **Print Dialog box** and the **Report Viewer - Check Voucher Middle AP**.

Report Viewer - Check Voucher Middle AP

Print Close

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Disinterest	Paid Amount
BL-381	0158	07/26/2017		173.21	0.00	173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

c. In the Print Dialog box click **Print** button.

Print

Total: 4 sheets of paper

Print Cancel

Destination: Brother DCP-7030 on d...

d. or In the Print Dialog box click **Cancel** button.

Print

Total: 1 sheet of paper

Print Cancel

Destination: WDNNIS\Brother DCP-7030

Pages: All

Copies: 1

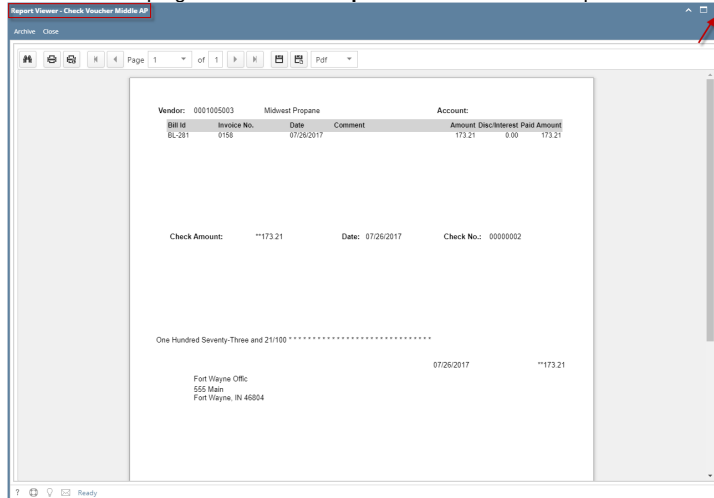
Options: Fit to page, Two-sided

Print using system dialog... (Ctrl+Shift+F)

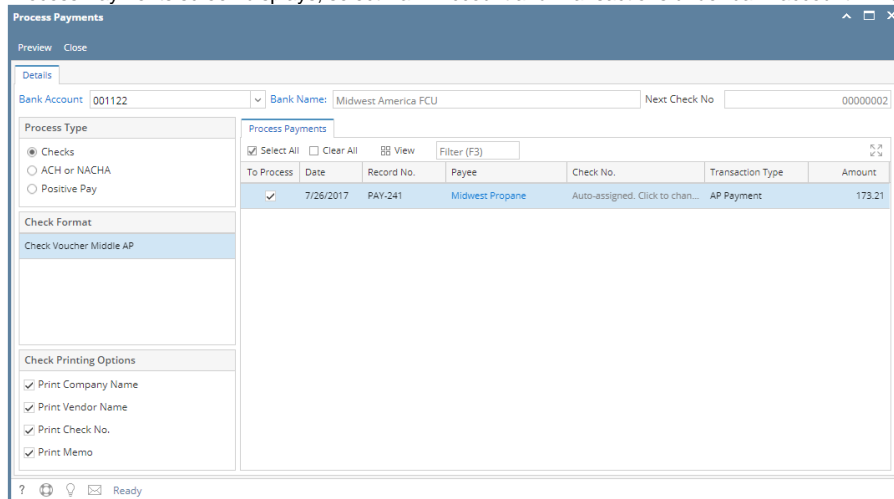
In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

i. If the check printing was a success, see [Printing of Check is successful](#).

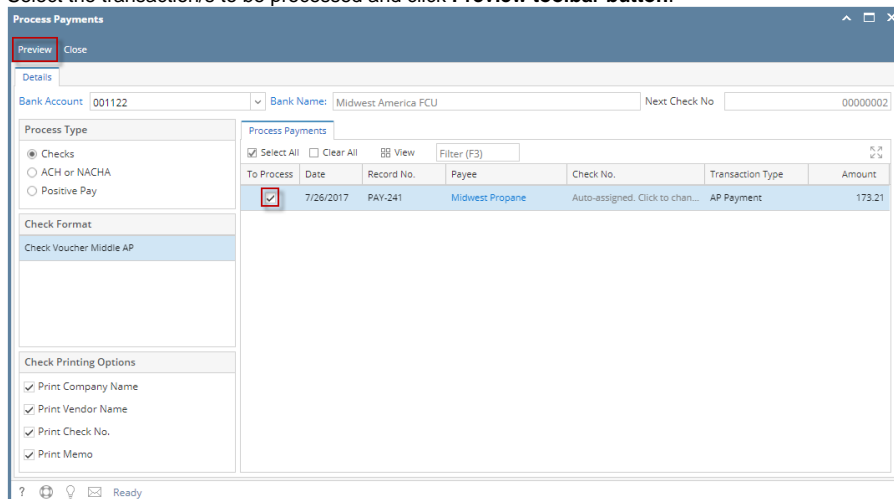
- ii. If the check printing failed, see [Printing of Check failed](#).
- e. Close the Check Voucher Middle report by clicking the **x** button on the **Check Voucher Middle** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.



- f. From Purchasing module click **Process Payments**.
- i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed



- ii. Select the transaction/s to be processed and click **Preview** toolbar button.



iii. The **Report Viewer** will open showing the Check Voucher Middle report.

Report Viewer - Check Voucher Middle.rpt

Active Close

Page 1 of 1

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

Ready

iv. Click **Print** button to open the **Print Dialog** box and the **Print Check Verification** screen.

Report Viewer - Check Voucher Middle.rpt

Active Close

Page 1 of 1

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

Ready

v. In the Print Dialog box click **Cancel** button.

Print

Total: 1 sheet of paper

Print Cancel

Destination: VENDOR Brother DCP... (DCP-7050) Change...

Pages: All [] eg. 1-5, 8, 11-13

Copies: 1

Options: ☐ Fit to page ☐ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

vi. In the Print Check Verification screen click **Commit toolbar button**.

The screenshot shows the 'Print Check Verification' window. At the top, there are 'Commit' and 'Close' buttons. Below them is a 'Details' tab. Under the 'Printed Checks' section, there are radio buttons for 'Fail All' (selected) and 'Fail None'. A table lists the following data:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-241	7/26/2017	00000002	Midwest Propane	173.21

At the bottom of the window, there is a status bar with a question mark, a lightbulb icon, and the text 'Ready'.

In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

1. If the check printing was a success, see [Printing of Check is successful](#).
2. If the check printing failed, see [Printing of Check failed](#).

vii. Close the Check Voucher Middle report by clicking the **x button** on the **Check Voucher Middle tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.

The screenshot shows the 'Report Viewer - Check Voucher Middle AP' window. It has a toolbar at the top with various icons and a 'Print' button. The main content area displays a check voucher for Vendor: 000100003, Midwest Propane, Account: 000100003. The check amount is 173.21, dated 07/26/2017, with check number 00000002. The text 'One Hundred Seventy-Three and 21/100' is visible. At the bottom, the address 'Fort Wayne Offc, 555 Main, Fort Wayne, IN 46804' is shown. A red arrow points to the 'X' button in the top right corner of the window.

viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

The screenshot shows the 'Process Payments' window. It has a 'Preview' and 'Close' button at the top. Below them is a 'Details' tab. The 'Bank Account' is 001122 and the 'Bank Name' is Midwest America FCU. The 'Next Check No.' is 00000002. The 'Process Type' section has 'Checks' selected. The 'Check Format' is 'Check Voucher Middle AP'. The 'Check Printing Options' section has 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo' all checked. A table lists the following data:

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount

At the bottom of the window, there is a status bar with a question mark, a lightbulb icon, and the text 'Print job started'.

- ix. Processed transaction will be moved to Positive Pay process type

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'Bank Account' is 001122 and the 'Bank Name' is Midwest America FCU. The 'Process Type' is set to 'Positive Pay'. The 'Check Format' is 'Check Voucher Middle AP'. The 'Check Printing Options' are checked for 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo'. The 'Transaction is un-flagged for processing.' message is at the bottom.

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input type="checkbox"/>	7/10/2017	PAY-240	ABC Trucking	00000001	AP Payment	11,093.22
<input checked="" type="checkbox"/>	7/26/2017	PAY-241	Midwest Propane	00000002	AP Payment	173.21

- x. Select File Format Type and click **Generate** toolbar button and file should be downloaded.

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'File Format' dropdown is set to 'Positive Confirmation'. The 'Generate' button is highlighted with a red box. The 'Transaction is un-flagged for processing.' message is at the bottom.

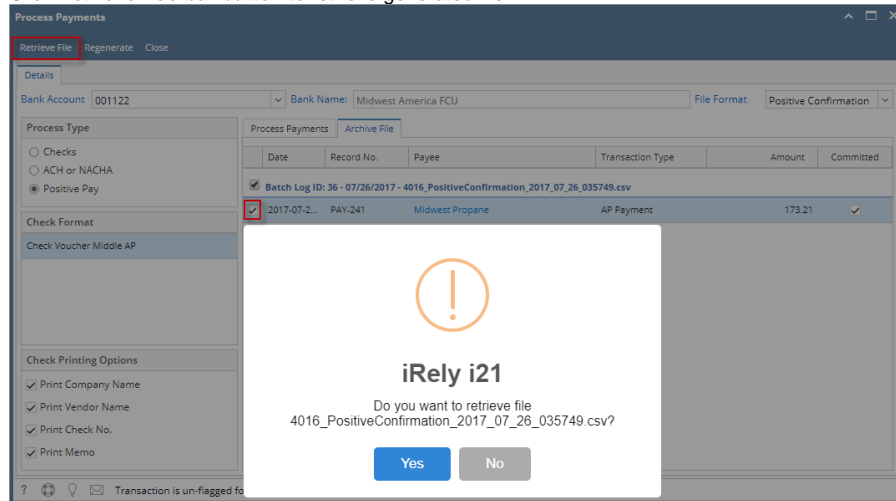
To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input type="checkbox"/>	7/10/2017	PAY-240	ABC Trucking	00000001	AP Payment	11,093.22
<input checked="" type="checkbox"/>	7/26/2017	PAY-241	Midwest Propane	00000002	AP Payment	173.21

- xi. Transaction should be moved to Archive File Tab and tagged as committed

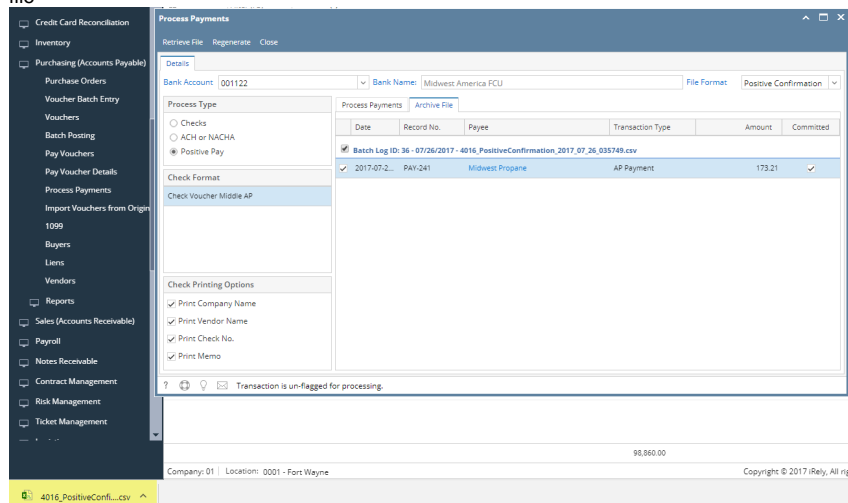
The screenshot shows the 'Process Payments' window with the 'Archive File' tab active. The 'Batch Log ID' is 36 - 07/26/2017 - 4016_PositiveConfirmation_2017_07_26_935749.csv. The transaction is tagged as 'Committed' with a checkmark.

Date	Record No.	Payee	Transaction Type	Amount	Committed
2017-07-26	PAY-241	Midwest Propane	AP Payment	173.21	<input checked="" type="checkbox"/>

xii. Click **Retrieve Toolbar** button to retrieve generated file

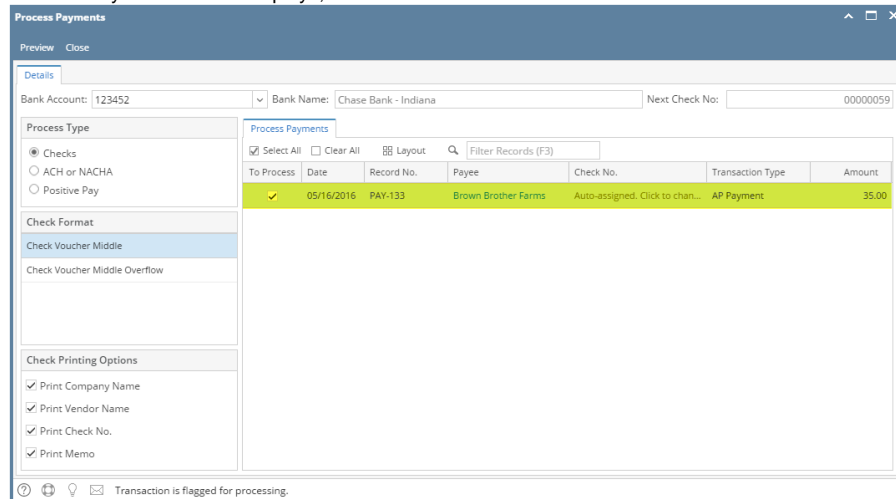


xiii. Click **Yes** to retrieve generated file



From Purchasing module click **Process Payments**.

i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed



- ii. Select the transaction/s to be processed and click **Preview toolbar button**.

The **Process Payments** window displays the following details:

- Bank Account:** 123452
- Bank Name:** Chase Bank - Indiana
- Next Check No.:** 00000059
- Process Type:** Checks (selected), ACH or NACHA, Positive Pay
- Check Format:** Check Voucher Middle (selected), Check Voucher Middle Overflow
- Check Printing Options:** Print Company Name, Print Vendor Name, Print Check No., Print Memo (all checked)
- Transaction Table:**

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	05/16/2016	PAY-133	Brown Brother Farms	Auto-assigned. Click to chan...	AP Payment	35.00

Transaction is flagged for processing.

- iii. The **Report Viewer** will open showing the Check Voucher Middle report.

The **Report Viewer** window displays the **Check Voucher Middle AP** report. The report includes the following information:

Vendor: 0001005006 Brown Brother Farms Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-106	54215	05/16/2016		35.00	0.00	35.00

Check Amount: **35.00 Date: 05/16/2016 Check No.: 00000059

Thirty-Five and 00/100 *****

- iv. Click **Print button** to open the **Print Dialog box** and the **Print Check Verification screen**.

The **Report Viewer** window displays the **Check Voucher Middle AP** report. The report includes the following information:

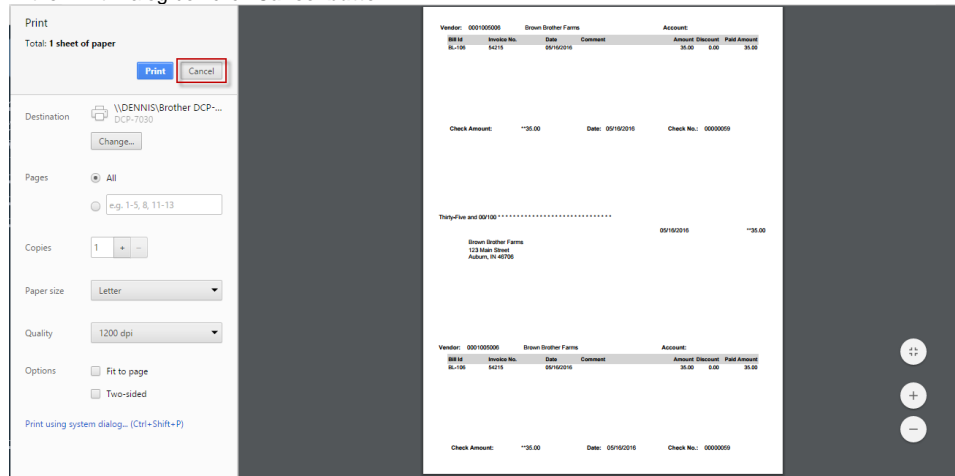
Vendor: 0001005006 Brown Brother Farms Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-106	54215	05/16/2016		35.00	0.00	35.00

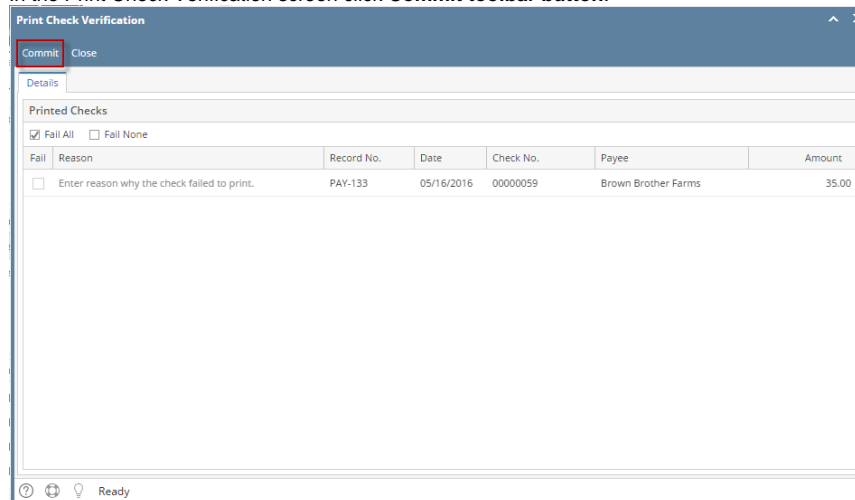
Check Amount: **35.00 Date: 05/16/2016 Check No.: 00000059

Thirty-Five and 00/100 *****

v. In the Print Dialog box click **Cancel button**.



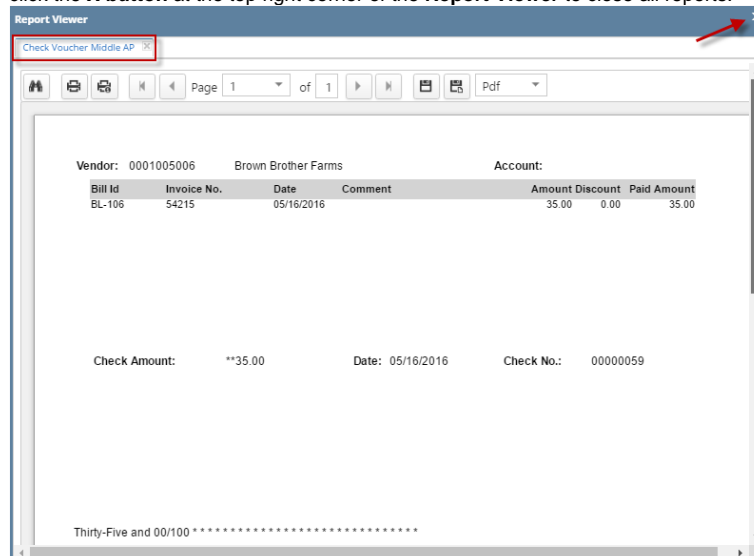
vi. In the Print Check Verification screen click **Commit toolbar button**.



In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

1. If the check printing was a success, see [Printing of Check is successful](#).
2. If the check printing failed, see [Printing of Check failed](#).

vii. Close the Check Voucher Middle report by clicking the **x button** on the **Check Voucher Middle** tab to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.



- viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'Process Type' section on the left has 'Checks' selected. The 'Check Format' section shows 'Check Voucher Middle' and 'Check Voucher Middle Overflow'. The 'Check Printing Options' section has 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo' all checked. The 'Process Payments' table on the right is empty. The status bar at the bottom indicates 'Print job started.'

- ix. Processed transaction will be moved to Positive Pay process type

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'Process Type' section on the left has 'Positive Pay' selected. The 'Check Format' section shows 'Check Voucher Middle' and 'Check Voucher Middle Overflow'. The 'Check Printing Options' section has 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo' all checked. The 'Process Payments' table on the right contains a list of transactions. The status bar at the bottom indicates 'Transaction is un-flagged for processing.'

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input type="checkbox"/>	11/02/2015	PAY-1	BP Oil North West Ohio	00000052	AP Payment	3,237.19
<input type="checkbox"/>	01/08/2016	PAY-5	Apple Spice Sales	00000051	AP Payment	3,366.30
<input type="checkbox"/>	05/16/2016	PAY-100	Midwest Propane	00000054	AP Payment	55.00
<input checked="" type="checkbox"/>	05/16/2016	PAY-133	Brown Brother Farms	00000059	AP Payment	35.00
<input type="checkbox"/>	05/16/2016	PAY-135	Hall Oil and Gas	00000056	AP Payment	40.00

- x. Select File Format Type and click **Generate** toolbar button and file should be downloaded.

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'Process Type' section on the left has 'Positive Pay' selected. The 'Check Format' section shows 'Check Voucher Middle' and 'Check Voucher Middle Overflow'. The 'Check Printing Options' section has 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo' all checked. The 'Process Payments' table on the right contains a list of transactions. The status bar at the bottom indicates '3_testa_2016_06_29_0...t...'. A red arrow points to the 'Generate' button in the toolbar.

From Purchasing module click **Process Payments**.

- i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed

Process Payments

Preview Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Next Check No: 00000004

Process Type

☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format

☒ Check Voucher Middle
☐ Check Voucher Middle Overflow

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Process Payments

☒ Select All ☐ Clear All ☐ Layout Filter Records (F3)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	04/28/2016	PAY-93	Apple Spice Sales	Auto-assigned. Click to ch...	AP Payment	25.00

Ready

- ii. Select the transaction/s to be processed and click **Preview** toolbar button.

Process Payments

Preview Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Next Check No: 00000004

Process Type

☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format

☒ Check Voucher Middle
☐ Check Voucher Middle Overflow

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Process Payments

☒ Select All ☐ Clear All ☐ Layout Filter Records (F3)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	04/28/2016	PAY-93	Apple Spice Sales	Auto-assigned. Click to ch...	AP Payment	25.00

Ready

- iii. The **Report Viewer** will open showing the Check Voucher Middle report.

Report Viewer

Check Voucher Middle AP

Page 1 of 1 Pdf

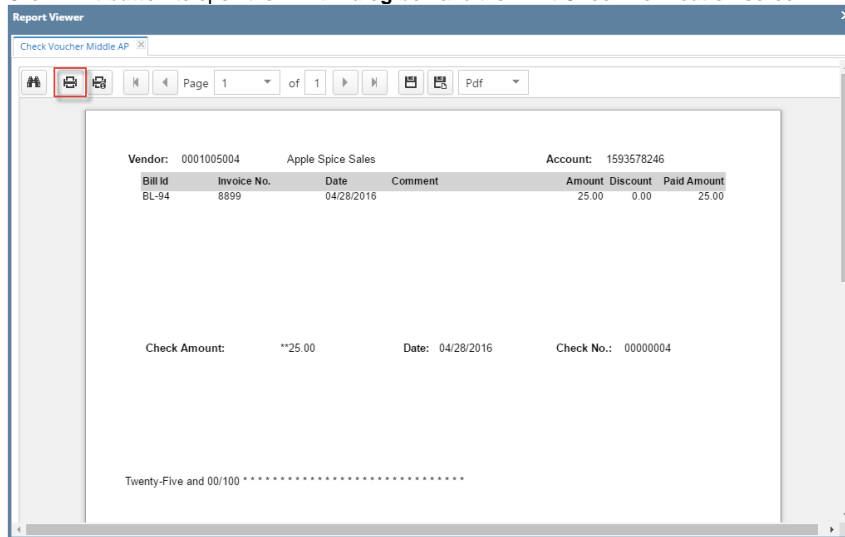
Vendor: 0001005004 Apple Spice Sales Account: 1593578246

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-94	8899	04/28/2016		25.00	0.00	25.00

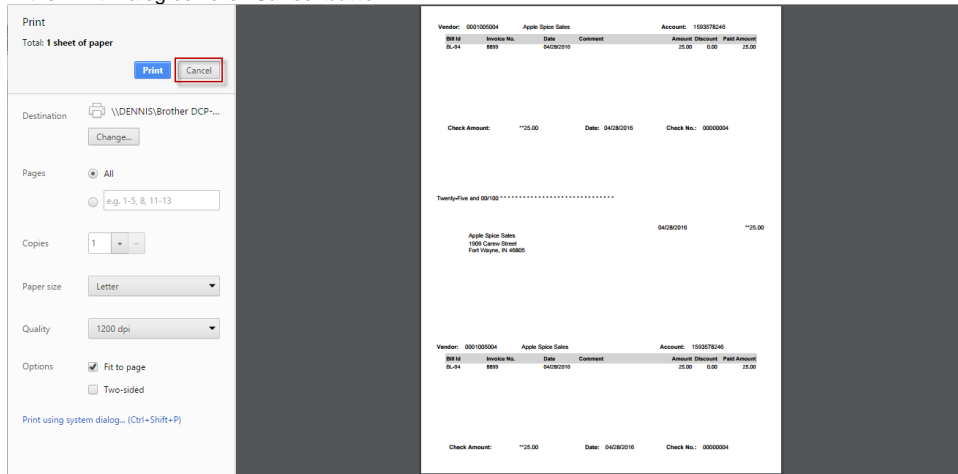
Check Amount: **25.00 Date: 04/28/2016 Check No.: 00000004

Twenty-Five and 00/100 *

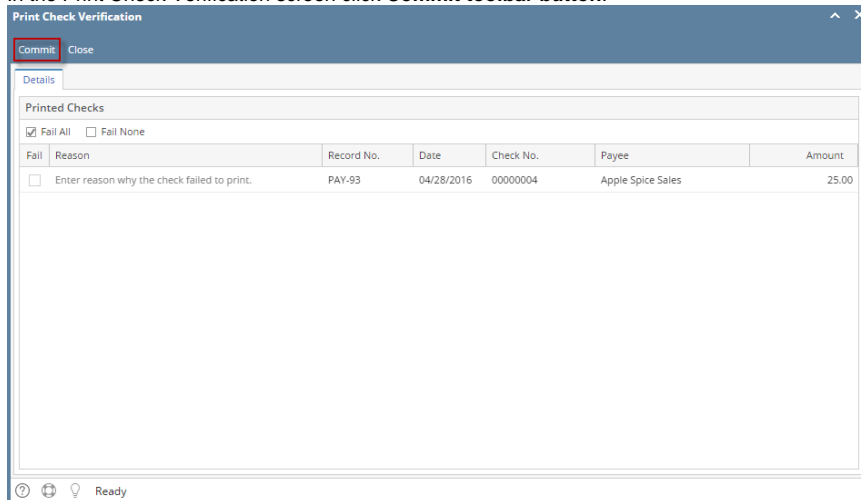
iv. Click **Print** button to open the **Print Dialog** box and the **Print Check Verification** screen.



v. In the Print Dialog box click **Cancel** button.



vi. In the Print Check Verification screen click **Commit** toolbar button.



In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

1. If the check printing was a success, see [Printing of Check is successful](#).
2. If the check printing failed, see [Printing of Check failed](#).

- vii. Close the Check Voucher Middle report by clicking the **x** button on the **Check Voucher Middle** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.

Report Viewer

Check Voucher Middle AP

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Paid Amount
BL-93	321	04/27/2016		14.00	0.00	14.00

Check Amount: **14.00 Date: 04/27/2016 Check No.: 00020005

Fourteen and 00/100 *****

- viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will be removed from checks process type

Process Payments

Preview Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Next Check No: 00000005

Process Type

☒ Checks

☐ ACH or NACHA

☐ Positive Pay

Check Format

☒ Check Voucher Middle

☐ Check Voucher Middle Overflow

Check Printing Options

☒ Print Company Name

☒ Print Vendor Name

☒ Print Check No.

☒ Print Memo

Process Payments

☒ Select All ☐ Clear All ☐ Layout

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
------------	------	------------	-------	-----------	------------------	--------

- ix. Processed transaction will be moved to Positive Pay process type

Process Payments

Generate Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Next Check No: 00000005 File Format

Process Type

☐ Checks

☐ ACH or NACHA

☒ Positive Pay

Check Format

☒ Check Voucher Middle

☐ Check Voucher Middle Overflow

Check Printing Options

☒ Print Company Name

☒ Print Vendor Name

☒ Print Check No.

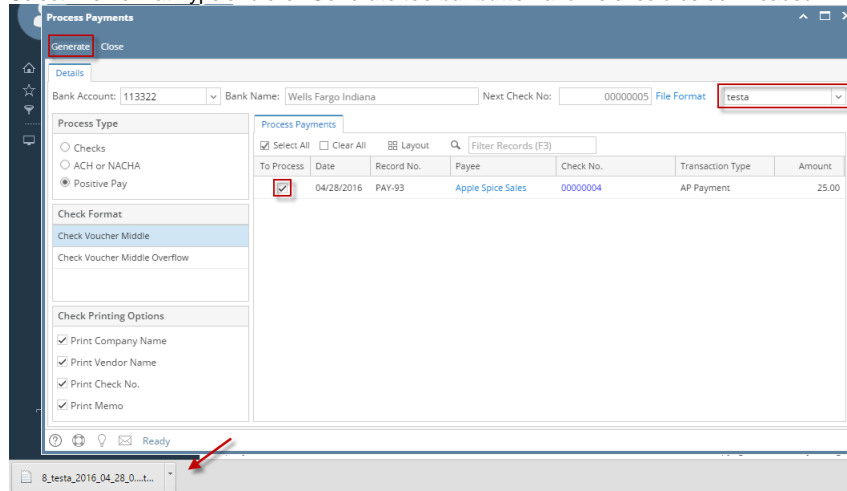
☒ Print Memo

Process Payments

☒ Select All ☐ Clear All ☐ Layout

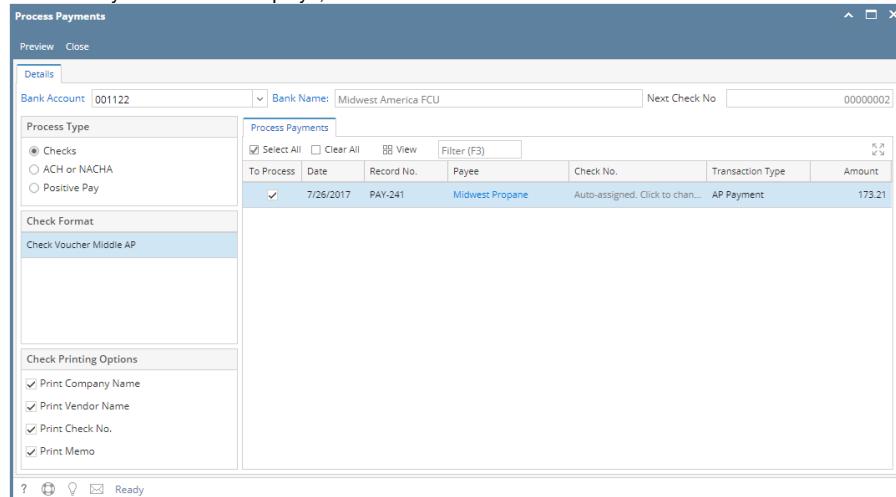
To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	04/28/2016	PAY-93	Apple Spice Sales	00000004	AP Payment	25.00

- x. Select File Format Type and click **Generate toolbar button** and file should be downloaded.

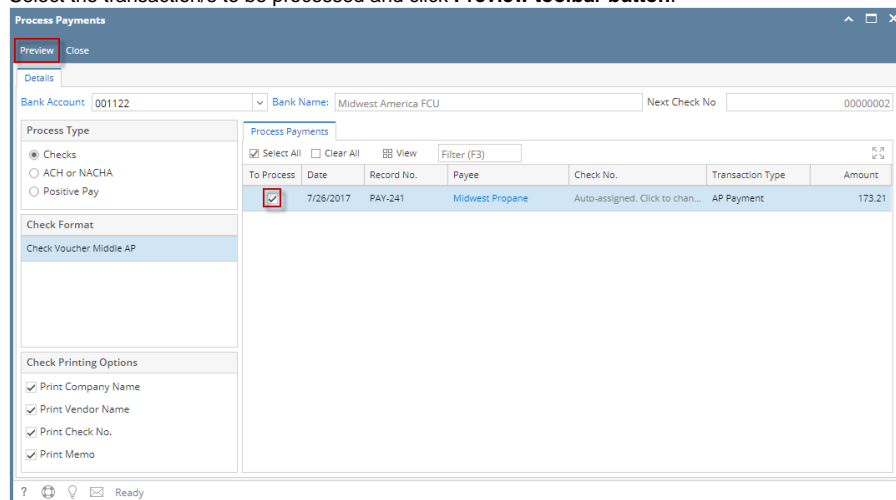


From Purchasing module click **Process Payments**.

- i. Process Payments screen displays, select Bank Account and Transactions under bank account will be displayed



- ii. Select the transaction/s to be processed and click **Preview toolbar button**.



iii. The **Report Viewer** will open showing the Check Voucher Middle report.

Report Viewer - Check Voucher Middle.rpt

Active Close

Page 1 of 1

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

Ready

iv. Click **Print** button to open the **Print Dialog** box and the **Print Check Verification** screen.

Report Viewer - Check Voucher Middle.rpt

Active Close

Page 1 of 1

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

Ready

v. In the Print Dialog box click **Cancel** button.

Print

Total: 1 sheet of paper

Print Cancel

Destination: VENDOR Brother DCP... (DCP-7050) Change...

Pages: All [] eg. 1-5, 8, 11-13

Copies: 1

Options: ☐ Fit to page ☐ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

One Hundred Seventy-Three and 21/100 *****

07/26/2017 **173.21

Fort Wayne Offc
555 Main
Fort Wayne, IN 46804

Vendor: 0001005003 Midwest Propane Account:

Bill Id	Invoice No.	Date	Comment	Amount	Discount	Interest	Paid	Amount
BL-281	6158	07/26/2017		173.21	0.00			173.21

Check Amount: **173.21 Date: 07/26/2017 Check No.: 00000002

vi. In the Print Check Verification screen click **Commit toolbar button**.

The screenshot shows the 'Print Check Verification' window. At the top, there are 'Commit' and 'Close' buttons. Below them is a 'Details' tab. Under the 'Printed Checks' section, there are radio buttons for 'Fail All' (selected) and 'Fail None'. A table lists the following data:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	PAY-241	7/26/2017	00000002	Midwest Propane	173.21

At the bottom of the window, there is a status bar with a question mark, a lightbulb icon, and the text 'Ready'.

In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

1. If the check printing was a success, see [Printing of Check is successful](#).
2. If the check printing failed, see [Printing of Check failed](#).

vii. Close the Check Voucher Middle report by clicking the **x** button on the **Check Voucher Middle** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.

The screenshot shows the 'Report Viewer - Check Voucher Middle AP' window. It has a toolbar at the top with icons for print, save, and other functions. The main content area displays a check voucher for Vendor: 000100003, Midwest Propane, Account: 000100003. The check amount is 173.21, dated 07/26/2017, with check number 00000002. The text 'One Hundred Seventy-Three and 21/100' is visible. At the bottom, the address 'Fort Wayne Offc, 555 Main, Fort Wayne, IN 46804' is shown. A red arrow points to the 'X' button in the top right corner of the window.

viii. Once the Report Viewer is closed, Process Payment screen will still be open and transaction processed will removed from checks process type

The screenshot shows the 'Process Payments' window. It has a 'Preview' and 'Close' button at the top. Below them is a 'Details' tab. The 'Bank Account' is 001122 and the 'Bank Name' is Midwest America FCU. The 'Next Check No.' is 00000002. The 'Process Type' section has radio buttons for 'Checks' (selected), 'ACH or NACHA', and 'Positive Pay'. The 'Check Format' section has a dropdown menu with 'Check Voucher Middle AP' selected. The 'Check Printing Options' section has checkboxes for 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo', all of which are checked. The 'Process Payments' section has a table with columns: To Process, Date, Record No., Payee, Check No., Transaction Type, and Amount. The status bar at the bottom shows a question mark, a lightbulb icon, and the text 'Print job started.'

- ix. Processed transaction will be moved to Positive Pay process type

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'Bank Account' is 001122 and the 'Bank Name' is Midwest America FCU. The 'Process Type' is set to 'Positive Pay'. The 'Check Format' is 'Check Voucher Middle AP'. The 'Check Printing Options' are checked for 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo'. The 'Transaction is un-flagged for processing.' message is at the bottom.

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input type="checkbox"/>	7/10/2017	PAY-240	ABC Trucking	00000001	AP Payment	11,093.22
<input checked="" type="checkbox"/>	7/26/2017	PAY-241	Midwest Propane	00000002	AP Payment	173.21

- x. Select File Format Type and click **Generate** toolbar button and file should be downloaded.

The screenshot shows the 'Process Payments' window with the 'Details' tab active. The 'File Format' dropdown is set to 'Positive Confirmation'. The 'Generate' button is highlighted with a red box. The 'Transaction is un-flagged for processing.' message is at the bottom.

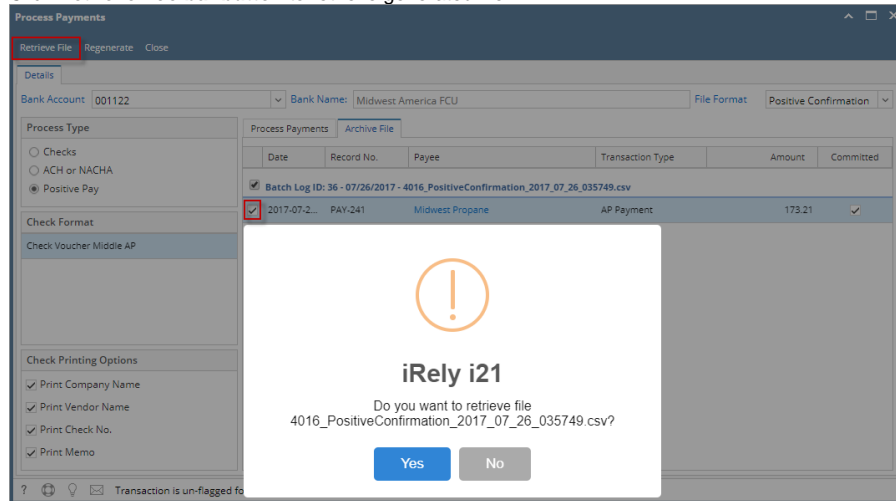
To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input type="checkbox"/>	7/10/2017	PAY-240	ABC Trucking	00000001	AP Payment	11,093.22
<input checked="" type="checkbox"/>	7/26/2017	PAY-241	Midwest Propane	00000002	AP Payment	173.21

- xi. Transaction should be moved to Archive File Tab and tagged as committed

The screenshot shows the 'Process Payments' window with the 'Archive File' tab active. The 'Batch Log ID' is 36 - 07/26/2017 - 4016_PositiveConfirmation_2017_07_26_935749.csv. The transaction is tagged as 'Committed' with a checkmark.

Date	Record No.	Payee	Transaction Type	Amount	Committed
2017-07-26	PAY-241	Midwest Propane	AP Payment	173.21	<input checked="" type="checkbox"/>

xii. Click **Retrieve Toolbar button** to retrieve generated file



xiii. Click **Yes** to retrieve generated file

