

Accounts Payable Overview

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Each invoice/payment process step is located on the menu under Daily.

- [A/P invoices](#) are entered.
- [Payment Batches](#) allows you to tag invoices to pay and print checks, generate EFT's, etc.
- [Generate ACH File](#) generates the transmittal file to the bank for any EFT payments.
- [Create Positive Pay](#) generates a positive pay file to transmit to the bank (optional).

Vendor history allows browsing of invoices and payments. The Reports> Detail Report Writer allows printing of A/P reports, check registers, etc.
