

# How to Process Accounts Payable ACH Payments in Sage Intacct

This guide walks you through the complete process of configuring and processing accounts payable ACH payments in Sage Intacct. You'll learn how to set up your bank account for ACH, configure vendors to receive electronic payments, enter and pay bills, and generate and confirm the ACH payment file with your bank.

## Prerequisites

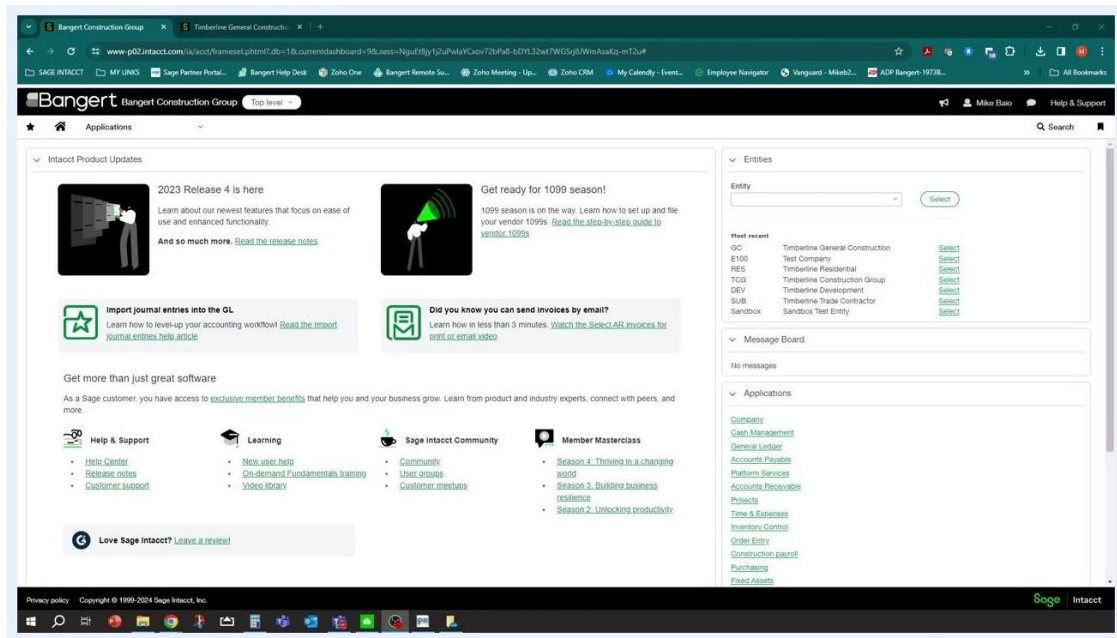
Before you begin, make sure you have:

- Administrator access to **Cash Management** and **Accounts Payable** modules in Sage Intacct
- Your company's bank account details, including account number, bank name, and routing number
- Vendor bank details (routing number, account number, account type, and account classification) for any vendors you want to pay via ACH
- A relationship with your bank that supports ACH file testing and confirmation

# Configure your bank account for ACH payments

## 1. Open Cash Management

Log in to Sage Intacct and confirm you're at the top-level dashboard. The dashboard displays product updates, quick links, entities, and applications.



Sage Intacct top-level dashboard with product updates, entities, and application links visible

Under the **Applications** section on the right side of the dashboard, locate and click **Cash Management**.

## 2. Open your checking account list

In the Cash Management module, locate the section labeled **Checking account information**. You'll see a list of your available checking accounts here.

## 3. Select the bank account for ACH payments

Identify the account you want to configure (for example, **GC Operating**), then click **Edit** to open its configuration.

## 4. Fill in required bank account details

Enter the following information for the account:

- **Account number:** the full bank account number (for example, 123423434)

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- **Bank name:** the name of the bank (for example, First Bank Checking)
- **Routing number:** the bank's routing number (for example, 12345678)
- **Country:** the country associated with the account (for example, United States)

Fill in any additional fields as required, such as branch ID, address, city, state, ZIP, and phone number.

The screenshot shows a web application interface for 'Bangert Construction Group'. The main heading is 'Checking account information'. Below this, there are tabs: 'Details', 'Check printing', 'Bank file' (which is selected), 'Banking cloud', 'Restrictions', and 'Payment providers'. The 'Bank file' tab contains a form with the following fields:

- Checking account:**
  - ID: 12345678
  - Account number: 12345678
  - Bank name: First Bank Checking
  - Name on the account: [empty]
  - Routing number: 12345678
  - Branch ID: [empty]
  - Country: United States
  - Address line 1: [empty]
  - Address line 2: [empty]
  - City: [empty]
  - State or territory: [empty]
  - Financial institution: [empty]
  - ZIP or postal code: [empty]
  - Phone number: [empty]
  - Status: Active
  - Currency: USD
- Reconciliation match sequence:**
  - Match sequence: [empty]
- Accounting information:**
  - GL account: [empty]
  - Location ID: [empty]

At the top right of the form, there are buttons: 'Save', 'Duplicate', 'Cancel', and 'More actions...'. The 'Save' button is highlighted.

Checking account information screen with fields for account number, bank name, routing number, and other details

## 5. Save the bank account information

Click **Save** to store the updated bank account details.

## Set up ACH bank configuration

## 6. Open the Bank file tab

Within the checking account configuration, click the **Bank file** tab at the top of the screen.

## 7. Enable ACH payments

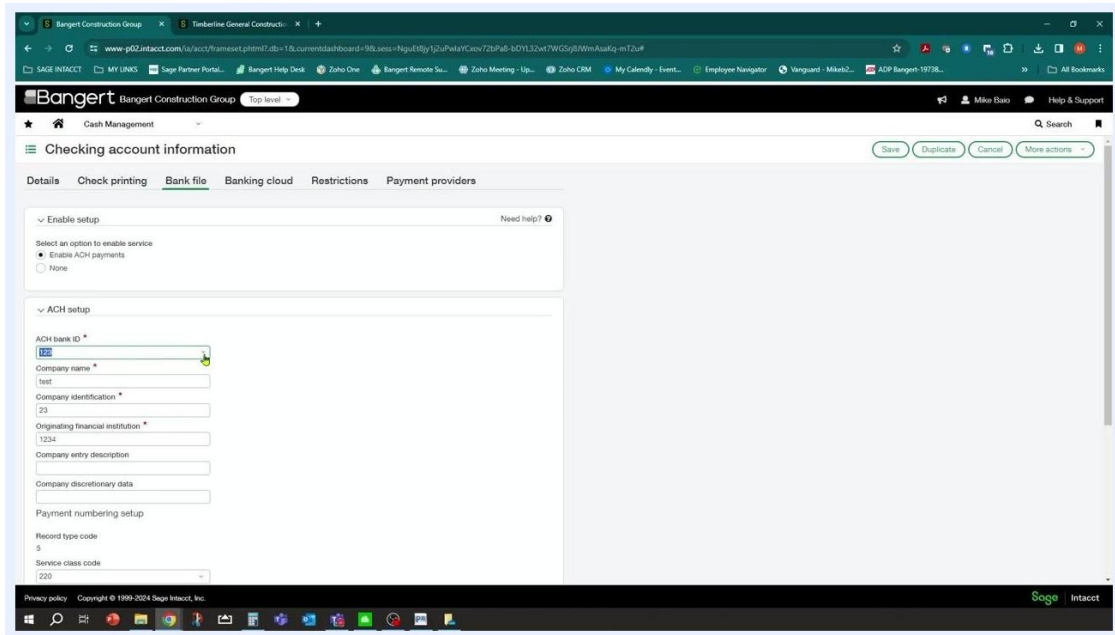
Under **Enable setup**, select the radio button for **Enable ACH payments**. If this isn't already enabled, switch the setting from **None** to **Enable ACH payments**.

The screenshot displays the 'Checking account information' page in the Bangert Construction Group software. The 'Bank file' tab is selected, showing fields for account setup. The 'Checking account' section includes fields for ID, GC Operating, Account number, Bank name, First Bank Checking, Name on the account, Routing number, Branch ID, Country, Address line 1, Address line 2, City, State or territory, Financial institution, ZIP or postal code, Phone number, Status, and Currency. The 'Reconciliation match sequence' section has a 'Match sequence' field. The 'Accounting information' section has a 'GL account' field. The 'Bank file' tab is highlighted, and the 'Enable ACH payments' option is visible.

Bank file tab with Enable ACH payments option and ACH setup fields visible

## 8. Enter an ACH bank ID

In the **ACH setup** area, click into the **ACH bank ID** field and type your desired ACH bank ID (for example, "123"). This ID is for your own reference and can match your bank name or another identifier. If the ID doesn't already exist, Sage Intacct prompts you to create a new one.

A screenshot of the Sage Intacct web application interface. The browser address bar shows a URL for a Sage Intacct instance. The page title is "Bangert Construction Group". The main navigation bar includes "Cash Management" and "Checking account information". The "Checking account information" section has tabs for "Details", "Check printing", "Bank file", "Banking cloud", "Restrictions", and "Payment providers". The "Bank file" tab is selected. Under "Enable setup", there is a section "Select an option to enable service" with radio buttons for "Enable ACH payments" (selected) and "None". Below this is the "ACH setup" section with fields for "ACH bank ID" (containing "123"), "Company name" (containing "test"), "Company identification" (containing "23"), "Originating financial institution" (containing "1234"), "Company entry description", "Company discretionary data", "Payment numbering setup", "Record type code" (containing "S"), and "Service class code" (containing "220").

**ACH setup section with ACH bank ID, company name, company identification, and originating financial institution fields visible**

## 9. Create a new ACH bank configuration

If you enter a new ACH bank ID value (for example, "www") and press Tab, a dialog appears prompting you to create a new ACH bank configuration.

Complete the required fields, marked with an asterisk (\*):

- **ACH bank ID:** the new ID you entered (for example, "www")
- **Immediate destination name:** the name of the destination bank
- **Immediate destination ID:** the bank's routing number
- **Immediate origin name:** your company name
- **Immediate origin ID:** your 10-digit company number as specified by your bank
- **Reference code:** optional, enter if provided by your bank
- **Status:** set to **Active** unless otherwise instructed
- **Include EOF marker:** select if your bank requires a carriage return at the end of the ACH file

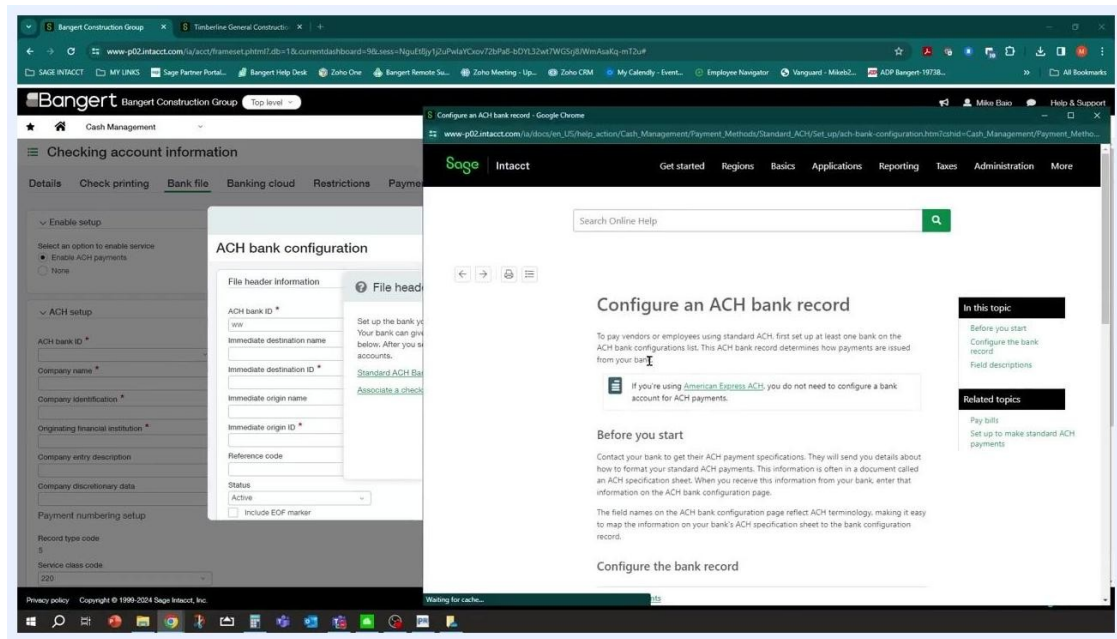
Click **Save** to store the configuration.

The screenshot shows the Sage Intacct web interface for 'Bangert Construction Group'. The 'Checking account information' section is active, with the 'Bank file' tab selected. A modal dialog titled 'ACH bank configuration' is open, displaying a 'File header information' form. The form includes the following fields: 'ACH bank ID' (with a dropdown menu), 'Immediate destination name', 'Immediate destination ID' (with a dropdown menu), 'Immediate origin name', 'Immediate origin ID' (with a dropdown menu), 'Reference code', and 'Status' (with a dropdown menu set to 'Active'). There is also an unchecked checkbox for 'Include EOF marker'. The dialog has 'Save', 'Cancel', 'Help', and 'More actions' buttons at the top right. The background interface shows various navigation links and a sidebar with 'Enable setup' and 'ACH setup' sections.

**ACH bank configuration dialog with required fields for ACH bank ID, immediate destination name, immediate destination ID, immediate origin name, immediate origin ID, reference code, and status**

## 10. Get help with any field

If you're unsure about any field in the dialog, click the **What can I do here?** link for guidance.

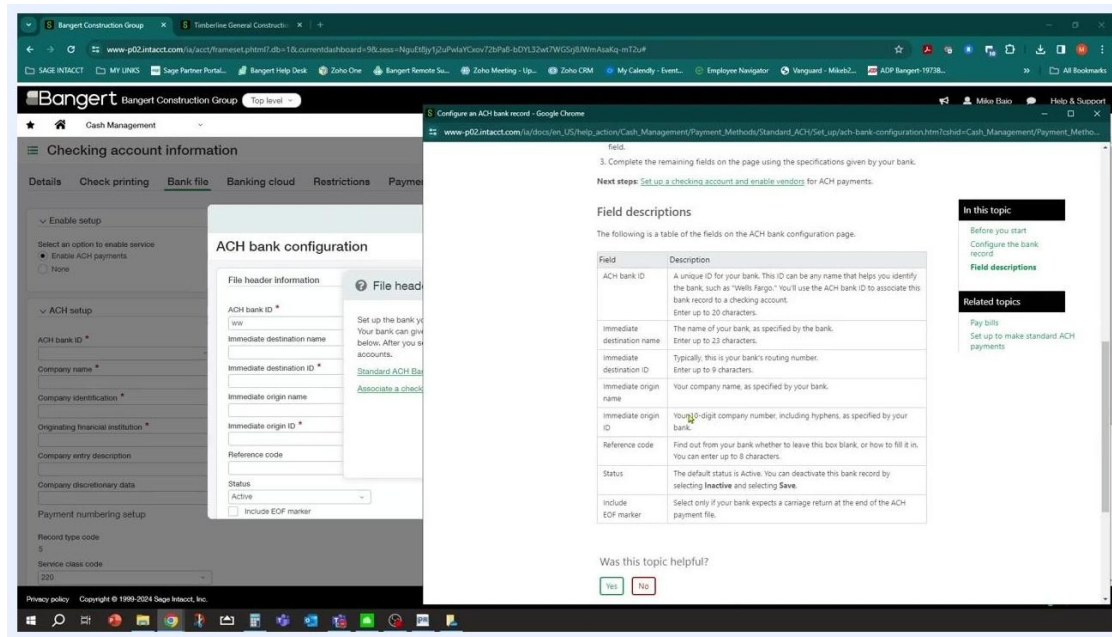


ACH bank configuration dialog with the "What can I do here?" help link highlighted

The help window opens a table that explains each field in detail:

- **ACH bank ID:** unique identifier for your bank (up to 20 characters)
- **Immediate destination name:** name of your bank (up to 23 characters)
- **Immediate destination ID:** bank's routing number (up to 9 characters)
- **Immediate origin name:** your company name
- **Immediate origin ID:** your 10-digit company number
- **Reference code:** up to 8 characters, as specified by your bank
- **Status:** Active or Inactive

- **Include EOF marker:** select if required by your bank



Sage Intacct help window with field descriptions for ACH bank configuration, including a table of fields and their meanings

## 11. Complete the ACH setup section

Back on the Bank file tab, fill in the remaining ACH setup fields:

- **ACH bank ID:** the bank ID (for example, 123)
- **Company name:** your company name (for example, test)
- **Company identification:** the company identification number (for example, 23)
- **Originating financial institution:** the originating institution number (for example, 1234)

Fill in any additional required fields, such as company entry description, discretionary data, record type code (for example, 5), and service class code (for example, 220).

## 12. Review your entries

Review all entered information for accuracy before saving.

## 13. Save the ACH configuration

Click **Save** to apply the ACH configuration to your bank account.

Once you complete these steps, your bank account is configured in Sage Intacct to process ACH payments through the Accounts Payable module.

## Configure vendors for ACH payments

### 14. Navigate to your vendor list

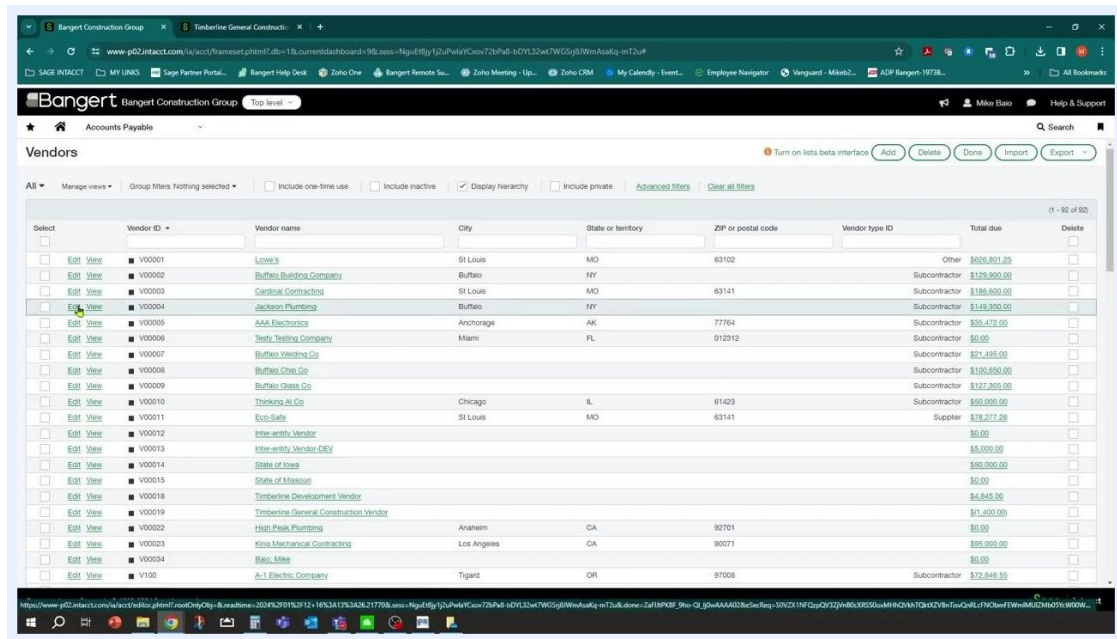
Go to the **Accounts Payable** module. Depending on your organization, vendors may be set up at the entity level or the top level. In this example, vendors are set up at the **top level**.

| Select                   | Vendor ID | Vendor name                            | City        | State or territory | ZIP or postal code | Vendor type ID | Total due    | Delete                   |
|--------------------------|-----------|----------------------------------------|-------------|--------------------|--------------------|----------------|--------------|--------------------------|
| <input type="checkbox"/> | V00001    | Lion's                                 | St Louis    | MO                 | 63102              | Other          | \$626,801.25 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00002    | Buffalo Building Company               | Buffalo     | NY                 |                    | Subcontractor  | \$129,900.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00003    | Cardinal Contracting                   | St Louis    | MO                 | 63141              | Subcontractor  | \$186,600.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00004    | Jackson Plumbing                       | Buffalo     | NY                 |                    | Subcontractor  | \$149,850.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00005    | AAA Electronics                        | Anchorage   | AK                 | 77764              | Subcontractor  | \$35,412.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00006    | Tetra Testing Company                  | Miami       | FL                 | 012312             | Subcontractor  | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00007    | Buffalo Vending Co                     |             |                    |                    | Subcontractor  | \$21,485.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00008    | Buffalo Chop Co                        |             |                    |                    | Subcontractor  | \$100,650.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00009    | Buffalo Glass Co                       |             |                    |                    | Subcontractor  | \$127,305.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00010    | Thinking AI Co                         | Chicago     | IL                 | 61423              | Subcontractor  | \$50,000.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00011    | Eco-Safe                               | St Louis    | MO                 | 63141              | Supplier       | \$78,277.26  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00012    | Inter-entity Vendor                    |             |                    |                    |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00013    | Inter-entity Vendor-DEV                |             |                    |                    |                | \$5,000.00   | <input type="checkbox"/> |
| <input type="checkbox"/> | V00014    | State of Iowa                          |             |                    |                    |                | \$50,000.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00015    | State of Missouri                      |             |                    |                    |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00016    | Timberline Development Vendor          |             |                    |                    |                | \$4,846.00   | <input type="checkbox"/> |
| <input type="checkbox"/> | V00019    | Timberline General Construction Vendor |             |                    |                    |                | \$11,400.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00022    | High Peak Plumbing                     | Anaheim     | CA                 | 92701              |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00023    | Kins Mechanical Contracting            | Los Angeles | CA                 | 90071              |                | \$95,000.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00034    | Bain, Mike                             |             |                    |                    |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V100      | A-1 Electric Company                   | Tigard      | OR                 | 97008              | Subcontractor  | \$72,846.55  | <input type="checkbox"/> |

Sage Intacct navigation menu open, highlighting Accounts Payable under the top level

## 15. Open the vendor record

In the **Vendors** list, locate the vendor you want to configure (for example, "Jackson Plumbing") and click **Edit** next to the vendor name to open the record.



The screenshot shows a web application interface for 'Bangert Construction Group'. The 'Vendors' section is active, displaying a list of vendors. The 'Edit' button for 'Jackson Plumbing' is highlighted with a green circle. The table below shows the data for the vendors listed.

| Select                   | Vendor ID | Vendor name                            | City        | State or territory | ZIP or postal code | Vendor type ID | Total due    | Delete                   |
|--------------------------|-----------|----------------------------------------|-------------|--------------------|--------------------|----------------|--------------|--------------------------|
| <input type="checkbox"/> | V00001    | Lowe's                                 | St Louis    | MO                 | 63102              | Other          | \$606,851.35 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00002    | Buffalo Building Company               | Buffalo     | NY                 |                    | Subcontractor  | \$129,900.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00003    | Garshore Contracting                   | St Louis    | MO                 | 63141              | Subcontractor  | \$186,000.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00004    | Jackson Plumbing                       | Buffalo     | NY                 |                    | Subcontractor  | \$149,999.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00005    | Ada Electronics                        | Anchorage   | AK                 | 77764              | Subcontractor  | \$35,172.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00006    | Stella Testing Company                 | Miami       | FL                 | 012312             | Subcontractor  | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00007    | Buffalo Welding Co                     |             |                    |                    | Subcontractor  | \$21,185.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00008    | Buffalo Chms Co                        |             |                    |                    | Subcontractor  | \$100,850.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00009    | Buffalo Chms Co                        |             |                    |                    | Subcontractor  | \$127,305.00 | <input type="checkbox"/> |
| <input type="checkbox"/> | V00010    | Thinking AI Co                         | Chicago     | IL                 | 61429              | Subcontractor  | \$50,000.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00011    | Eco-Safe                               | St Louis    | MO                 | 63141              | Supplier       | \$79,272.89  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00012    | Inter-entry Vendor                     |             |                    |                    |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00013    | Inter-entry Vendor DEV                 |             |                    |                    |                | \$5,000.00   | <input type="checkbox"/> |
| <input type="checkbox"/> | V00014    | State of Iowa                          |             |                    |                    |                | \$50,000.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00015    | State of Missouri                      |             |                    |                    |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00016    | Timberline Development Vendor          |             |                    |                    |                | \$4,845.00   | <input type="checkbox"/> |
| <input type="checkbox"/> | V00019    | Timberline General Construction Vendor |             |                    |                    |                | \$1,400.00   | <input type="checkbox"/> |
| <input type="checkbox"/> | V00022    | High Peak Plumbing                     | Anaheim     | CA                 | 92701              |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V00023    | King Mechanical Contracting            | Los Angeles | CA                 | 90071              |                | \$95,000.00  | <input type="checkbox"/> |
| <input type="checkbox"/> | V00034    | Bao, Mike                              |             |                    |                    |                | \$0.00       | <input type="checkbox"/> |
| <input type="checkbox"/> | V100      | A-1 Electric Company                   | Tigard      | OR                 | 97008              | Subcontractor  | \$72,846.55  | <input type="checkbox"/> |

Vendor list with Edit button highlighted for Jackson Plumbing

## 16. Set the vendor's preferred payment method

In the vendor record, go to the **Payment information** tab. Under **Payment details**, set **Preferred payment method** to **ACH or bank file**.

Optionally, check **Send automatic payment notification** if you want the vendor to receive an email when paid electronically. Adjust other payment settings as needed, such as payment priority and term.

The screenshot shows the Sage Intacct Accounts Payable interface for Vendor V00004 -- Jackson Plumbing. The 'Payment information' tab is active, displaying various payment settings. The 'Preferred payment method' is set to 'ACH or bank file'. The 'Payment priority' is 'Normal', and the 'Default bill payment date' is 'None'. The 'Terms' are set to 'Net 30'. The 'Merge payment requests' checkbox is checked. The 'Send automatic payment notification' checkbox is unchecked. The 'Vendor account number' section is expanded, showing a table with 7 rows for account numbers and locations.

| Location | Account number |
|----------|----------------|
| 1        |                |
| 2        |                |
| 3        |                |
| 4        |                |
| 5        |                |
| 6        |                |
| 7        |                |

**Vendor Payment information tab with preferred payment method set to ACH or bank file and notification option visible**

## 17. Enable ACH payments for the vendor

Click the **Bank file** tab in the vendor record. Under **Enable setup**, select **Enable ACH payments**.

In the **ACH payments** section, enter the vendor's bank details:

- **Routing number:** the vendor's 9-digit bank routing number
- **Account number:** the vendor's bank account number
- **Account type:** the appropriate account type (for example, Checking account)
- **Account classification:** the correct classification (for example, Business (CTX))

Note that less information is required here compared to the bank account setup.

The screenshot shows the Sage Intacct web interface for a vendor named 'Jackson Plumbing' (V00004). The 'Bank file' tab is selected, displaying the 'ACH payments' section. This section includes a 'Routing number' field, an 'Account number' field, and dropdown menus for 'Account type' (set to 'Checking account') and 'Account classification' (set to 'Business (CTX)'). There are also buttons for 'Save', 'Duplicate', 'Print to...', 'Cancel', and 'More actions...'. The interface is clean and professional, with a dark header bar and a light gray background.

**Vendor Bank file tab with ACH payments section, routing number, account number, account type, and classification fields visible**

## 18. Save the vendor's ACH setup

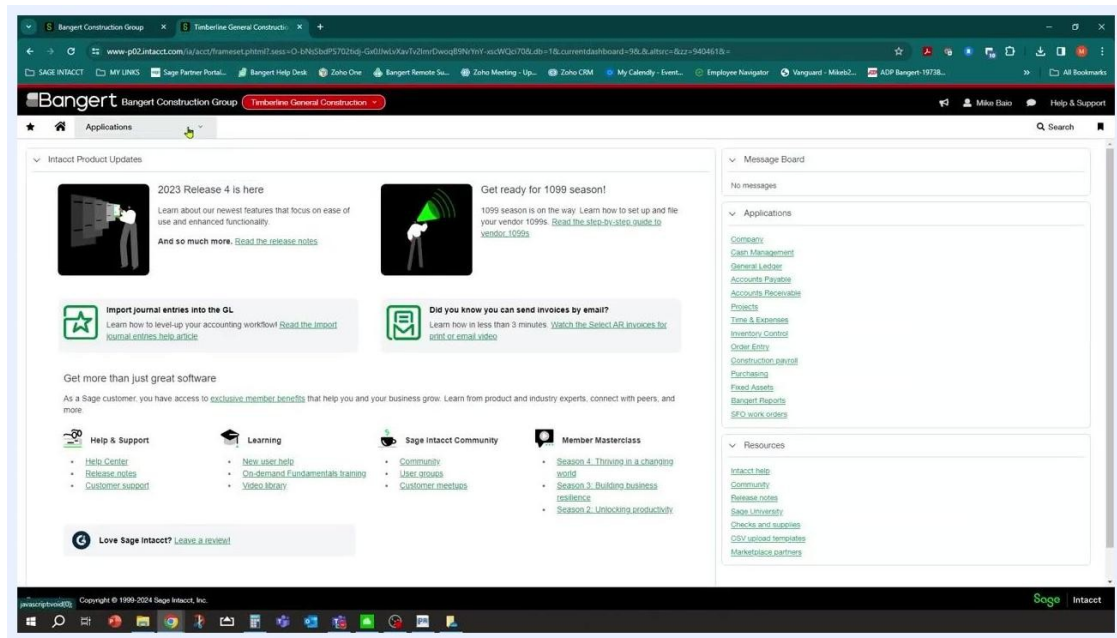
Review all entered information for accuracy, then click **Save** at the top right of the vendor record to apply the changes.

Completing these steps ensures vendors such as Jackson Plumbing are properly configured to receive ACH payments through Sage Intacct, which streamlines electronic payments and enables automated notifications if desired.

# Enter a new bill

## 19. Create a bill for a vendor

From the main dashboard, locate and click **Accounts Payable** in the Applications menu.



**Sage Intacct dashboard with Applications menu on the right, including Accounts Payable, and product updates in the center**

In Accounts Payable, select the option to enter a new bill, then fill in the bill details:

- **Date:** 01/12/2024
- **Vendor:** V00004--Jackson Plumbing
- **Pay to:** Jackson Plumbing (V00004)
- **Bill number:** 78980
- **Term:** Net 30
- **Due date:** 2/11/2024
- **Account:** 5002--Cost of Sales
- **Amount:** 780.00
- **Location:** GC--Timberline Gener

Add any additional information required, such as attachments or descriptions.

| Vendor name                  | Bill number | Date       | Amount       | State    | Source | Import exceptions | Recipient email | Sender email | Summary title                                              | Pay | Print | Delete  |
|------------------------------|-------------|------------|--------------|----------|--------|-------------------|-----------------|--------------|------------------------------------------------------------|-----|-------|---------|
| Jackson Plumbing             | 79980       | 01/12/2024 | \$790.00     | Posted   |        |                   |                 |              | Bills - GC: 2024/01/12 11:15:43 3664 Batch                 | Pay | Print |         |
| Cardinal Contracting         | 060345      | 01/12/2024 | \$1,200.00   | Posted   |        |                   |                 |              | Bills - GC: 2024/01/12 11:03:37 1501 Batch                 | Pay | Print |         |
| Buffalo Building Company     | war         | 01/12/2024 | \$100.00     | Paid     |        |                   |                 |              | Bills - GC: 2024/01/12 10:59:00 8002 Batch                 | Pay | Print |         |
| Cardinal Contracting         | 1234567     | 01/11/2024 | \$1,000.00   | Selected |        |                   |                 |              | Bills - GC: 2024/01/11 14:17:09 1591 Batch                 | Pay | Print | Reverse |
| Buffalo Building Company     | h9g         | 01/09/2024 | \$50.00      | Posted   |        |                   |                 |              | Bills - GC: 2024/01/09 16:45:33 5334 Batch                 | Pay | Print |         |
| Buffalo Building Company     | shg9f       | 01/09/2024 | \$50.00      | Posted   |        |                   |                 |              | Bills - GC: 2024/01/09 16:42:21 2071 Batch                 | Pay | Print |         |
| Buffalo Building Company     | 373         | 01/04/2024 | \$0.00       | Posted   |        |                   |                 |              | Vendor Stock Invoices - GC: 01/04/2024 18:36:26 4261 Batch | Pay | Print |         |
| Cardinal Contracting         | 552         | 01/04/2024 | \$123,000.00 | Posted   |        |                   |                 |              | Subcontract Invoices - GC: 01/04/2024 18:48:36 2414 Batch  | Pay | Print |         |
| Cardinal Contracting         | APR-0003    | 01/01/2024 | \$100.00     | Posted   |        |                   |                 |              | Bills - GC: 2024/01/01 Batch                               | Pay | Print |         |
| Buffalo Welding Co           | 7890        | 12/27/2023 | \$12,000.00  | Posted   |        |                   |                 |              | Subcontract Invoices - GC: 12/27/2023 15:23:48 2827 Batch  | Pay | Print |         |
| Buffalo Building Company     | 4567        | 12/27/2023 | \$61,000.00  | Posted   |        |                   |                 |              | Subcontract Invoices - GC: 12/27/2023 13:41:18 3640 Batch  | Pay | Print |         |
| Crocker Electric and Welding | er7fy       | 12/21/2023 | \$10,000.00  | Posted   |        |                   |                 |              | Subcontract Invoices - GC: 12/27/2023 13:41:34 9633 Batch  | Pay | Print |         |
| Buffalo Building Company     | APR-00010   | 12/21/2023 | \$240.00     | Posted   |        |                   |                 |              | Bills - GC: 2023/12/21 16:07:28 7927 Batch                 | Pay | Print |         |
| Cardinal Contracting         | APR-000001  | 12/21/2023 | \$150.00     | Posted   |        |                   |                 |              | Bills - GC: 2023/12/21 Batch                               | Pay | Print |         |
| Cardinal Contracting         | 45677       | 12/21/2023 | \$150.00     | Posted   |        |                   |                 |              | Bills - GC: 2023/12/21 15:30:09 2534 Batch                 | Pay | Print | Reverse |
| Barth Electric               | 23423       | 12/18/2023 | \$1,200.00   | Posted   |        |                   |                 |              | Vendor Stock Invoices - GC: 12/18/2023 21:58:28 6135 Batch | Pay | Print |         |
| Buffalo Building Company     | 1234567     | 12/13/2023 | \$700.00     | Paid     |        |                   |                 |              | Vendor Stock Invoices - GC: 12/13/2023 14:29:00 6698 Batch | Pay | Print |         |
| Brinson Signs                | 333444      | 12/11/2023 | \$300.00     | Posted   |        |                   |                 |              | Daily Commission AP Bills - GC: 2023/12/11 Batch           | Pay | Print |         |
| Buffalo Building Company     | 123456789   | 12/08/2023 | \$2,500.00   | Posted   |        |                   |                 |              | Vendor Stock Invoices - GC: 12/08/2023 19:03:38 7392 Batch | Pay | Print |         |
| Buffalo Building Company     | 12354       | 12/08/2023 | \$4,500.00   | Posted   |        |                   |                 |              | Vendor Stock Invoices - GC: 12/08/2023 18:44:43 2699 Batch | Pay | Print |         |
| Buffalo Building Company     | 34567       | 12/07/2023 | \$300.00     | Paid     |        |                   |                 |              | Bills - GC: 2023/12/07 09:44:58 578 Batch                  | Pay | Print | Reverse |

Bill entry screen with fields for date, vendor, pay to, bill number, term, due date, account, amount, and location filled for Jackson Plumbing

20. Review bills for payment

On the **Bills** screen, review the list of all vendor bills. Use the filter fields at the top (vendor name, bill number, date, amount, state, and so on) to narrow the list if needed.

Confirm that the bill for Jackson Plumbing (bill number 78980, amount \$780.00, state Posted) appears in the list. The table lists all bills with columns for vendor name, bill number, date, amount, state, and actions (Pay, Print, Reverse).

| Vendor compliance | Vendor                                | Bill no. | Bill date  | Due date   | Amount due | Payment date | Preferred payment method | Credits available | Credits to apply | Discounts | Amount to pay |
|-------------------|---------------------------------------|----------|------------|------------|------------|--------------|--------------------------|-------------------|------------------|-----------|---------------|
| Warning           | V00004-Jackson Plumbing               | 65454    | 02/09/2023 | 02/10/2023 | 500.00     | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 65455    | 02/09/2023 | 02/10/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 65456    | 02/09/2023 | 02/10/2023 | 10,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 667      | 01/01/2023 | 02/26/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 6767     | 03/15/2023 | 03/31/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00003-Cardinal Contracting           | 1234     | 03/07/2023 | 04/06/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 567890   | 03/09/2023 | 04/08/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 56789    | 03/09/2023 | 04/08/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 56890    | 03/22/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 56890    | 03/22/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
|                   | V102-Acme Door and Glass Distributors | 4567890  | 04/19/2023 | 05/19/2023 | 8,025.00   | 01/12/2024   | ACH                      | 0.00              | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 64894    | 04/20/2023 | 05/20/2023 | 2,500.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
|                   | V00003-Cardinal Contracting           | 65654    | 04/20/2023 | 05/20/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00002-Buffalo Building Company       | 454564   | 04/26/2023 | 05/26/2023 | 4,900.00   | 01/12/2024   | ---                      | 0.00              | 0.00             | 0.00      | 0.00          |
| Warning           | V00004-Jackson Plumbing               | 34567    | 05/01/2023 | 05/31/2023 | 27,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |
| Warning           | V00002-Buffalo Building Company       | 644      | 05/09/2023 | 06/08/2023 | 5,000.00   | 01/12/2024   | ---                      | 0.00              | 0.00             | 0.00      | 0.00          |
|                   | V00003-Cardinal Contracting           | 5553     | 05/30/2023 | 06/29/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          |

**Bills list in Sage Intacct showing all vendor bills, including Jackson Plumbing with bill number 78980 and amount \$780.00**

## Pay bills via ACH

### 21. Open the Pay bills screen

After posting the bill, proceed to process payments. You can pay a vendor individually or use the **Pay Bills** function to process payments for multiple vendors at once.

Select **Pay Bills** in the Accounts Payable module, then choose all vendors you want to pay via ACH in this run (for example, Jackson Plumbing and others). The system lets you select multiple vendors and generate a single ACH file containing payments for all of them.

Navigate to the **Pay bills** section under Accounts Payable. The "Pay bills" screen for Timberline General Construction displays a list of bills eligible for payment, with columns for vendor compliance, vendor, bill number, bill date, due date, amount due, payment date, preferred payment method, credits available, credits to apply, discounts, and amount to pay.

Vendors such as Cardinal Contracting and Buffalo Building Company appear with "ACH" in the preferred payment method column.

Bangert Construction Group

Timberline General Construction

Accounts Payable

Pay bills - Timberline General Construction

ACH or BANK DR

Use vendor preference

SCU Operating - Int Bank Checking

01/12/2024

Send payment notifications from

Mike Bao

Payment description

Mike Bao

miha@bangertinc.com

Selected bills total

USD 0.00

Adjusted bank balance

USD 500,841.40

No. of bills selected

0

Items selected 0

Apply credits

Clear credits

Clear payment amount

| <input type="checkbox"/> | Vendor compliance | Vendor                                | Bill no. | Bill date  | Due date   | Amount due | Payment date | Preferred payment method | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|--------------------------|-------------------|---------------------------------------|----------|------------|------------|------------|--------------|--------------------------|-------------------|------------------|-----------|---------------|------------------------------|
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 65454    | 02/09/2023 | 02/15/2023 | 500.00     | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 65455    | 02/09/2023 | 02/15/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 65456    | 02/09/2023 | 02/15/2023 | 10,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 687      | 01/01/2023 | 02/28/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 6787     | 03/15/2023 | 03/31/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> |                   | V0003-Cardinal Contracting            | 1234     | 03/07/2023 | 04/06/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 567895   | 03/09/2023 | 04/06/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 56789    | 03/09/2023 | 04/06/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 55899    | 03/23/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 55899    | 03/23/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> |                   | V102-Acme Door and Glass Distributors | 456789   | 04/19/2023 | 05/19/2023 | 8,025.00   | 01/12/2024   | ACH                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 64804    | 04/20/2023 | 05/20/2023 | 2,500.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> |                   | V0003-Cardinal Contracting            | 65654    | 04/20/2023 | 05/20/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0002-Buffer Building Company         | 454564   | 04/26/2023 | 05/26/2023 | 4,900.00   | 01/12/2024   | --                       | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0004-Jackson Plumbing                | 34567    | 05/01/2023 | 05/31/2023 | 27,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V0002-Buffer Building Company         | 644      | 05/09/2023 | 06/08/2023 | 5,000.00   | 01/12/2024   | --                       | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> |                   | V0003-Cardinal Contracting            | 5553     | 05/30/2023 | 06/29/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |

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Intacct

Pay bills screen showing multiple vendors, bill numbers, due dates, amounts, and preferred payment method (ACH) for each bill

## 22. Select the bank account for the ACH payment

In the **Pay bills** screen, locate the **Bank** dropdown menu and select the appropriate account for generating the ACH file (for example, "GC Operating--First Bank Checking"). Confirm the **Set payment date to** field is set to the desired date (for example, 01/12/2024).

Budget Construction Group

Timberline General Construction

www.p01ntacct.com/ia/cs/frameweb.pl?app=0&lnchbndp7021hg\_GdUdWkxkTzJmDwngB9N9WfrcQWQz73BzJb+1&currentdashcard=38&aftrc=&zz=540461&v=

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MY LINKS

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Budget Help Desk

Zoho One

Budget Remote Su...

Zoho Meeting - Up...

Zoho CRM

My Calendar - Event...

Employee Navigator

Vanguard - Miba2...

ADP Budget1793L...

Budget

Budget Construction Group

Timberline General Construction

Accounts Payable

Help & Support

Pay bills - Timberline General Construction

Add to outbox

Pay now

Outbox payments: 0

More actions

|    |                    |                                       |          |            |            |           |            |     |        |      |      |      |                              |
|----|--------------------|---------------------------------------|----------|------------|------------|-----------|------------|-----|--------|------|------|------|------------------------------|
| 2  | <div>Warning</div> | V0004-Jackson Plumbing                | 65455    | 02/09/2023 | 02/10/2023 | 1,000.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 3  | <div>Warning</div> | V0004-Jackson Plumbing                | 65456    | 02/09/2023 | 02/10/2023 | 10,000.00 | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 4  | <div>Warning</div> | V0004-Jackson Plumbing                | 687      | 01/31/2023 | 02/28/2023 | 2,000.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 5  | <div>Warning</div> | V0004-Jackson Plumbing                | 6767     | 03/15/2023 | 03/31/2023 | 5,000.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 6  |                    | V0003-Cardinal Contracting            | 1234     | 03/07/2023 | 04/06/2023 | 1,000.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 7  | <div>Warning</div> | V0004-Jackson Plumbing                | 567895   | 03/09/2023 | 04/08/2023 | 1,350.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 8  | <div>Warning</div> | V0004-Jackson Plumbing                | 56789    | 03/09/2023 | 04/08/2023 | 1,350.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 9  | <div>Warning</div> | V0004-Jackson Plumbing                | 55899    | 03/22/2023 | 04/21/2023 | 23,750.00 | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 10 | <div>Warning</div> | V0004-Jackson Plumbing                | 55898    | 03/22/2023 | 04/21/2023 | 23,750.00 | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 11 |                    | V102-Acme Door and Glass Distributors | 4567890  | 04/19/2023 | 05/18/2023 | 8,025.00  | 01/12/2024 | ACH | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 12 | <div>Warning</div> | V0004-Jackson Plumbing                | 64894    | 04/20/2023 | 05/20/2023 | 2,500.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 13 |                    | V0003-Cardinal Contracting            | 65654    | 04/20/2023 | 05/20/2023 | 5,000.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 14 | <div>Warning</div> | V0002-Buttalo Building Company        | 454564   | 04/26/2023 | 05/26/2023 | 4,900.00  | 01/12/2024 | --  | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 15 | <div>Warning</div> | V0004-Jackson Plumbing                | 34567    | 05/01/2023 | 05/31/2023 | 27,000.00 | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 16 | <div>Warning</div> | V0002-Buttalo Building Company        | 644      | 05/09/2023 | 06/08/2023 | 5,000.00  | 01/12/2024 | --  | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 17 |                    | V0003-Cardinal Contracting            | 5553     | 05/30/2023 | 06/29/2023 | 2,000.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 18 | <div>Warning</div> | V0004-Jackson Plumbing                | 890001   | 05/31/2023 | 06/30/2023 | 18,000.00 | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 19 | <div>Warning</div> | V0002-Buttalo Building Company        | 14673    | 06/06/2023 | 07/06/2023 | 450.00    | 01/12/2024 | --  | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 20 |                    | V0003-Cardinal Contracting            | 4573     | 07/01/2023 | 07/31/2023 | 20,000.00 | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 21 | <div>Warning</div> | V0004-Jackson Plumbing                | 8765     | 07/06/2023 | 08/05/2023 | 4,750.00  | 01/12/2024 | ACH | 500.00 | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 22 |                    | V102-Acme Door and Glass Distributors | 45678    | 07/17/2023 | 08/16/2023 | 107.00    | 01/12/2024 | ACH | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 23 |                    | V102-Acme Door and Glass Distributors | 145693   | 07/17/2023 | 08/16/2023 | 100.00    | 01/12/2024 | ACH | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 24 |                    | V102-Acme Door and Glass Distributors | 345      | 07/17/2023 | 08/16/2023 | 10.55     | 01/12/2024 | ACH | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 25 |                    | V102-Acme Door and Glass Distributors | 4567     | 07/17/2023 | 08/16/2023 | 1,070.00  | 01/12/2024 | ACH | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |
| 26 |                    | V102-Acme Door and Glass Distributors | 23456789 | 07/26/2023 | 08/23/2023 | 300.00    | 01/12/2024 | ACH | 0.00   | 0.00 | 0.00 | 0.00 | <a href="#">Line details</a> |

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Pay bills screen with bank account dropdown and payment date field visible above the bill list

## 23. Locate the bills to pay

Scroll through the bill list to find the specific bills you want to pay. Confirm the Jackson Plumbing bill for \$780.00 (bill number 78980) appears in the list.

The screenshot shows the 'Pay bills - Timberline General Construction' screen. The table lists various bills, with the following data visible:

| Bill Number | Vendor                                | Date       | Amount    | Status |
|-------------|---------------------------------------|------------|-----------|--------|
| 687         | V0004-Jackson Plumbing                | 01/01/2023 | 2,000.00  | ACH    |
| 6787        | V0004-Jackson Plumbing                | 03/15/2023 | 5,000.00  | ACH    |
| 1234        | V0003-Cardinal Contracting            | 03/07/2023 | 1,000.00  | ACH    |
| 687805      | V0004-Jackson Plumbing                | 03/09/2023 | 1,300.00  | ACH    |
| 68739       | V0004-Jackson Plumbing                | 03/09/2023 | 1,300.00  | ACH    |
| 65899       | V0004-Jackson Plumbing                | 03/23/2023 | 23,750.00 | ACH    |
| 65898       | V0004-Jackson Plumbing                | 03/23/2023 | 23,750.00 | ACH    |
| 6587aaa     | V102-Acme Door and Glass Distributors | 04/19/2023 | 8,025.00  | ACH    |
| 64934       | V0004-Jackson Plumbing                | 04/20/2023 | 2,500.00  | ACH    |
| 65654       | V0003-Cardinal Contracting            | 04/20/2023 | 5,000.00  | ACH    |
| 654584      | V0002-Buttles Building Company        | 04/26/2023 | 4,900.00  | ACH    |
| 64567       | V0004-Jackson Plumbing                | 05/01/2023 | 27,000.00 | ACH    |
| 644         | V0002-Buttles Building Company        | 05/09/2023 | 5,000.00  | ACH    |
| 6553        | V0003-Cardinal Contracting            | 05/30/2023 | 2,000.00  | ACH    |
| 699001      | V0004-Jackson Plumbing                | 05/31/2023 | 18,000.00 | ACH    |
| 14873       | V0002-Buttles Building Company        | 06/06/2023 | 450.00    | ACH    |
| 6573        | V0003-Cardinal Contracting            | 07/01/2023 | 20,000.00 | ACH    |
| 6785        | V0004-Jackson Plumbing                | 07/06/2023 | 4,750.00  | ACH    |
| 67604       | V102-Acme Door and Glass Distributors | 07/17/2023 | 107.00    | ACH    |
| 1456933     | V102-Acme Door and Glass Distributors | 07/17/2023 | 100.00    | ACH    |
| 345         | V102-Acme Door and Glass Distributors | 07/17/2023 | 10.55     | ACH    |
| 68667       | V102-Acme Door and Glass Distributors | 07/17/2023 | 1,070.00  | ACH    |
| 13459000    | V102-Acme Door and Glass Distributors | 07/26/2023 | 300.00    | ACH    |
| 1445645     | V102-Acme Door and Glass Distributors | 07/27/2023 | 642.00    | ACH    |

Pay bills screen scrolled to show Jackson Plumbing bill number 78980 for \$780.00

Check the **Vendor compliance** column, which may display "Warning" or "Error" for certain bills. If a warning or error appears, click the link to view more details about the compliance issue before proceeding.

**Pay bills screen showing vendor compliance column with Warning and Error links for various bills**

Check the boxes next to the bills you want to pay, for example:

- Jackson Plumbing (bill number 78980, amount \$780.00)
- Additional bills as needed, such as Buffalo Building Company and Cardinal Contracting

Selected bills are highlighted, and the total amount to pay updates at the bottom of the list.

| Line  | Vendor                                | Invoice #  | Invoice Date | Due Date   | Amount     | Payment Method | Outbox | Pay Now | Outbox Payments | More Actions |
|-------|---------------------------------------|------------|--------------|------------|------------|----------------|--------|---------|-----------------|--------------|
| 35    | V0003-Cardinal Contracting            | 12324      | 11/09/2023   | 12/09/2023 | 1,000.00   | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 36    | V102-Acme Door and Glass Distributors | dl45       | 11/14/2023   | 12/14/2023 | 100.00     | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 37    | Error                                 |            |              |            |            |                |        |         |                 |              |
| 38    | V0002-Buttalo Building Company        | 2023-11-15 | 11/16/2023   | 12/16/2023 | 18,000.00  | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 39    | V0004-Jackson Plumbing                | 2023-11-16 | 11/16/2023   | 12/16/2023 | 20,000.00  | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 40    | V0002-Buttalo Building Company        | 2023-11-16 | 11/17/2023   | 12/17/2023 | 2,160.00   | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 41    | V0003-Cardinal Contracting            | 12323      | 11/17/2023   | 12/17/2023 | 100.00     | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 42    | Error                                 |            |              |            |            |                |        |         |                 |              |
| 43    | V0002-Buttalo Building Company        | APR-00010  | 12/21/2023   | 12/21/2023 | 240.00     | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 44    | V0002-Buttalo Building Company        | 12345      | 11/28/2023   | 12/28/2023 | 20,000.00  | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 45    | V0002-Buttalo Building Company        | 766        | 11/30/2023   | 12/30/2023 | 8,640.00   | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 46    | V0003-Cardinal Contracting            | APR-0002   | 12/01/2023   | 12/01/2023 | 100.00     | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 47    | V0002-Buttalo Building Company        | 12345www   | 12/08/2023   | 01/07/2024 | 2,500.00   | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 48    | V0002-Buttalo Building Company        | 12354      | 12/08/2023   | 01/07/2024 | 4,500.00   | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 49    | V0003-Cardinal Contracting            | 45677      | 12/21/2023   | 01/20/2024 | 150.00     | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 50    | V0003-Cardinal Contracting            | APR-000001 | 12/21/2023   | 01/20/2024 | 150.00     | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 51    | V0002-Buttalo Building Company        | 4567       | 12/27/2023   | 01/26/2024 | 61,500.00  | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 52    | V0003-Cardinal Contracting            | APR-0003   | 01/01/2024   | 01/01/2024 | 100.00     | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 53    | V0002-Buttalo Building Company        | 373        | 01/04/2024   | 02/03/2024 | 510.00     | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 54    | V0003-Cardinal Contracting            | 552        | 01/04/2024   | 02/03/2024 | 110,700.00 | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 55    | V0002-Buttalo Building Company        | 45678      | 01/08/2024   | 02/07/2024 | 50.00      | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 56    | V0002-Buttalo Building Company        | h89        | 01/09/2024   | 02/08/2024 | 50.00      | ACH            | 0.00   | 0.00    | 0.00            | Line details |
| 57    | V0004-Jackson Plumbing                | 78900      | 01/12/2024   | 02/11/2024 | 780.00     | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| 58    | V0003-Cardinal Contracting            | der345     | 01/12/2024   | 02/11/2024 | 1,200.00   | ACH            | 500.00 | 0.00    | 0.00            | Line details |
| Total |                                       |            |              |            | 477,084.65 |                |        |         |                 |              |

Pay bills screen with checkboxes selected for Jackson Plumbing and other vendors, showing total selected amount at the bottom

## 26. Verify the payment method and bank account

As you select bills, verify that the **Payment method** dropdown is set to **ACH or bank file**, and confirm the selected bills display "ACH" in the preferred payment method column.

Confirm the **Bank** field remains set to the correct account (for example, "GC Operating--First Bank Checking") and the **Set payment date to** field reflects the intended payment date (for example, 01/12/2024).

| Bill # | Vendor                                 | Bill Date  | Due Date   | Amount     | Payment Method | Set Payment Date To |
|--------|----------------------------------------|------------|------------|------------|----------------|---------------------|
| 35     | V0003--Cardinal Contracting            | 12/24      | 11/09/2023 | 1,000.00   | ACH            | 01/12/2024          |
| 36     | V102--Acme Door and Glass Distributors | 0145       | 11/14/2023 | 100.00     | ACH            | 01/12/2024          |
| 37     | V0002--Buffalo Building Company        | 2023-11-15 | 11/16/2023 | 18,000.00  | --             | 01/12/2024          |
| 38     | V0004--Jackson Plumbing                | 2023-11-16 | 11/16/2023 | 20,000.00  | ACH            | 01/12/2024          |
| 39     | V0002--Buffalo Building Company        | 2023-11-16 | 11/17/2023 | 2,160.00   | --             | 01/12/2024          |
| 40     | V0003--Cardinal Contracting            | 12323      | 11/17/2023 | 100.00     | ACH            | 01/12/2024          |
| 41     | V0002--Buffalo Building Company        | APR-00010  | 12/21/2023 | 240.00     | --             | 01/12/2024          |
| 42     | V0002--Buffalo Building Company        | 12345      | 11/29/2023 | 20,000.00  | --             | 01/12/2024          |
| 43     | V0002--Buffalo Building Company        | 766        | 11/30/2023 | 8,640.00   | --             | 01/12/2024          |
| 44     | V0003--Cardinal Contracting            | APR-0002   | 12/01/2023 | 100.00     | ACH            | 01/12/2024          |
| 45     | V0002--Buffalo Building Company        | 12345wew   | 12/08/2023 | 2,500.00   | --             | 01/12/2024          |
| 46     | V0002--Buffalo Building Company        | 12354      | 12/08/2023 | 4,500.00   | --             | 01/12/2024          |
| 47     | V0003--Cardinal Contracting            | 65677      | 12/21/2023 | 150.00     | ACH            | 01/12/2024          |
| 48     | V0003--Cardinal Contracting            | APR-00001  | 12/21/2023 | 150.00     | ACH            | 01/12/2024          |
| 49     | V0002--Buffalo Building Company        | 6567       | 12/27/2023 | 61,500.00  | --             | 01/12/2024          |
| 50     | V0003--Cardinal Contracting            | APR-0003   | 01/01/2024 | 100.00     | ACH            | 01/12/2024          |
| 51     | V0002--Buffalo Building Company        | 373        | 01/04/2024 | 510.00     | --             | 01/12/2024          |
| 52     | V0003--Cardinal Contracting            | 652        | 01/04/2024 | 110,700.00 | ACH            | 01/12/2024          |
| 53     | V0002--Buffalo Building Company        | stoutal    | 01/09/2024 | 50.00      | --             | 01/12/2024          |
| 54     | V0002--Buffalo Building Company        | 188a       | 01/09/2024 | 50.00      | --             | 01/12/2024          |
| 55     | V0004--Jackson Plumbing                | 78990      | 01/12/2024 | 780.00     | ACH            | 01/12/2024          |
| 56     | V0003--Cardinal Contracting            | dec245     | 01/12/2024 | 1,200.00   | ACH            | 01/12/2024          |
| Total  |                                        |            |            | 477,084.55 |                |                     |

Pay bills screen with payment method dropdown expanded, bank account selected, and multiple bills checked for ACH payment

## 27. Submit the payment request

On the "Pay bills – Timberline General Construction" screen, review your selected bills and payment details, then click **Pay now** at the top right of the bill list to begin processing payments.

A loading indicator appears while the system writes the payment request for the selected bills. The payment method remains set to "ACH or bank file" and the bank account to "GC Operating--First Bank Checking."

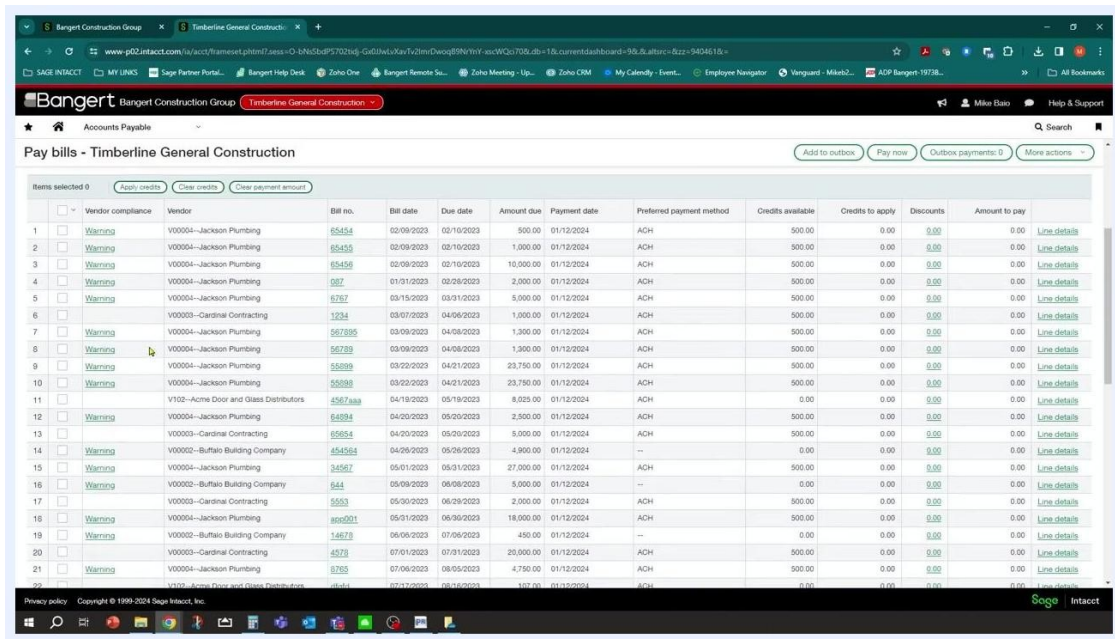
| Items selected 0 | Apply credits            | Clear credits | Clear payment amount |  | Vendor compliance | Vendor                                | Bill no. | Bill date  | Due date   | Amount due | Payment date | Preferred payment method | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|------------------|--------------------------|---------------|----------------------|--|-------------------|---------------------------------------|----------|------------|------------|------------|--------------|--------------------------|-------------------|------------------|-----------|---------------|------------------------------|
| 1                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 65454    | 02/09/2023 | 02/10/2023 | 500.00     | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 2                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 65455    | 02/09/2023 | 02/10/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 3                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 65456    | 02/09/2023 | 02/10/2023 | 10,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 4                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 667      | 01/01/2023 | 02/26/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 5                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 6767     | 03/15/2023 | 03/31/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 6                | <input type="checkbox"/> |               |                      |  |                   | V00003-Cardinal Contracting           | 1234     | 03/07/2023 | 04/06/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 7                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 567895   | 03/09/2023 | 04/08/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 8                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 56789    | 03/09/2023 | 04/08/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 9                | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 55899    | 03/22/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 10               | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 55898    | 03/22/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 11               | <input type="checkbox"/> |               |                      |  |                   | V102-Acme Door and Glass Distributors | 4567890  | 04/19/2023 | 05/19/2023 | 8,025.00   | 01/12/2024   | ACH                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 12               | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 64894    | 04/20/2023 | 05/20/2023 | 2,500.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 13               | <input type="checkbox"/> |               |                      |  |                   | V00003-Cardinal Contracting           | 65654    | 04/20/2023 | 05/20/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 14               | <input type="checkbox"/> | Warning       |                      |  |                   | V00002-Buttalo Building Company       | 454564   | 04/26/2023 | 05/26/2023 | 4,900.00   | 01/12/2024   | --                       | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 15               | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 34567    | 05/01/2023 | 05/31/2023 | 27,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 16               | <input type="checkbox"/> | Warning       |                      |  |                   | V00002-Buttalo Building Company       | 644      | 05/09/2023 | 06/08/2023 | 5,000.00   | 01/12/2024   | --                       | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 17               | <input type="checkbox"/> |               |                      |  |                   | V00003-Cardinal Contracting           | 5553     | 05/30/2023 | 06/29/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 18               | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 899201   | 05/31/2023 | 06/30/2023 | 18,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 19               | <input type="checkbox"/> | Warning       |                      |  |                   | V00002-Buttalo Building Company       | 14673    | 06/05/2023 | 07/05/2023 | 490.00     | 01/12/2024   | --                       | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 20               | <input type="checkbox"/> |               |                      |  |                   | V00003-Cardinal Contracting           | 4573     | 07/01/2023 | 07/31/2023 | 25,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| 21               | <input type="checkbox"/> | Warning       |                      |  |                   | V00004-Jackson Plumbing               | 6765     | 07/06/2023 | 08/05/2023 | 4,750.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |

Pay bills screen after clicking "Pay now," showing loading indicator as payment request is processed

After clicking **Pay now**, a status message indicates the number of payment requests created (for example, "three payment requests" for "four invoices"). The system groups the selected bills by vendor, resulting in one payment request per vendor.

## 28. Confirm payment requests were created

Once processing completes, confirm that payment requests were created for the correct number of vendors (for example, three vendors processed). The bill selection checkboxes clear and the "Items selected" count returns to zero. The bill list remains visible with all vendor bills and their compliance status.



| Items selected 0         | Vendor compliance | Vendor                                | Bill no. | Bill date  | Due date   | Amount due | Payment date | Preferred payment method | Credits available | Credits to apply | Discounts | Amount to pay |                              |
|--------------------------|-------------------|---------------------------------------|----------|------------|------------|------------|--------------|--------------------------|-------------------|------------------|-----------|---------------|------------------------------|
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 65454    | 02/09/2023 | 02/10/2023 | 500.00     | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 65455    | 02/09/2023 | 02/10/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 65456    | 02/09/2023 | 02/10/2023 | 10,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 687      | 01/01/2023 | 02/06/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 6767     | 03/15/2023 | 03/31/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00003-Cardinal Contracting           | 1234     | 03/07/2023 | 04/06/2023 | 1,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 667895   | 03/09/2023 | 04/08/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 66789    | 03/09/2023 | 04/08/2023 | 1,300.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 65899    | 03/22/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 65898    | 03/22/2023 | 04/21/2023 | 23,750.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V102-Acme Door and Glass Distributors | 6567888  | 04/19/2023 | 05/19/2023 | 8,025.00   | 01/12/2024   | ACH                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 64894    | 04/20/2023 | 05/20/2023 | 2,500.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00003-Cardinal Contracting           | 65654    | 04/20/2023 | 05/20/2023 | 5,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00002-Buttalo Building Company       | 645684   | 04/26/2023 | 05/26/2023 | 4,900.00   | 01/12/2024   | ---                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 34567    | 05/01/2023 | 05/31/2023 | 37,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00002-Buttalo Building Company       | 644      | 05/09/2023 | 06/08/2023 | 5,000.00   | 01/12/2024   | ---                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00003-Cardinal Contracting           | 6553     | 05/09/2023 | 06/29/2023 | 2,000.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 66001    | 05/01/2023 | 06/30/2023 | 18,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00002-Buttalo Building Company       | 14678    | 06/05/2023 | 07/05/2023 | 450.00     | 01/12/2024   | ---                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00003-Cardinal Contracting           | 6579     | 07/01/2023 | 07/31/2023 | 25,000.00  | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V00004-Jackson Plumbing               | 6765     | 07/06/2023 | 08/05/2023 | 4,750.00   | 01/12/2024   | ACH                      | 500.00            | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |
| <input type="checkbox"/> | Warning           | V102-Acme Door and Glass Distributors | 6464     | 07/07/2023 | 08/07/2023 | 102.00     | 01/12/2024   | ACH                      | 0.00              | 0.00             | 0.00      | 0.00          | <a href="#">Line details</a> |

Pay bills screen showing all bills, no items selected, and vendor compliance warnings

# Generate the ACH file

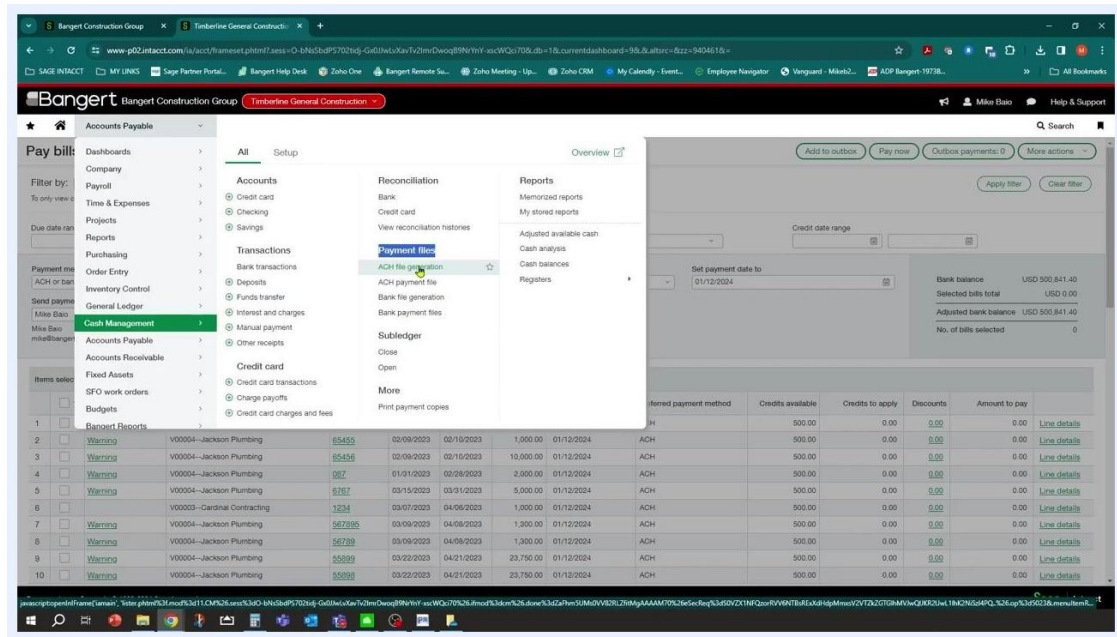
## 29. Navigate to Payment files

Open the main navigation menu on the left and select **Cash Management** to expand its submenu. Under **Payments**, locate and select **Payment files**. This prepares you to generate the ACH file for the processed payments.

<

Navigation menu open with **Cash Management** highlighted and **Payment files** submenu visible

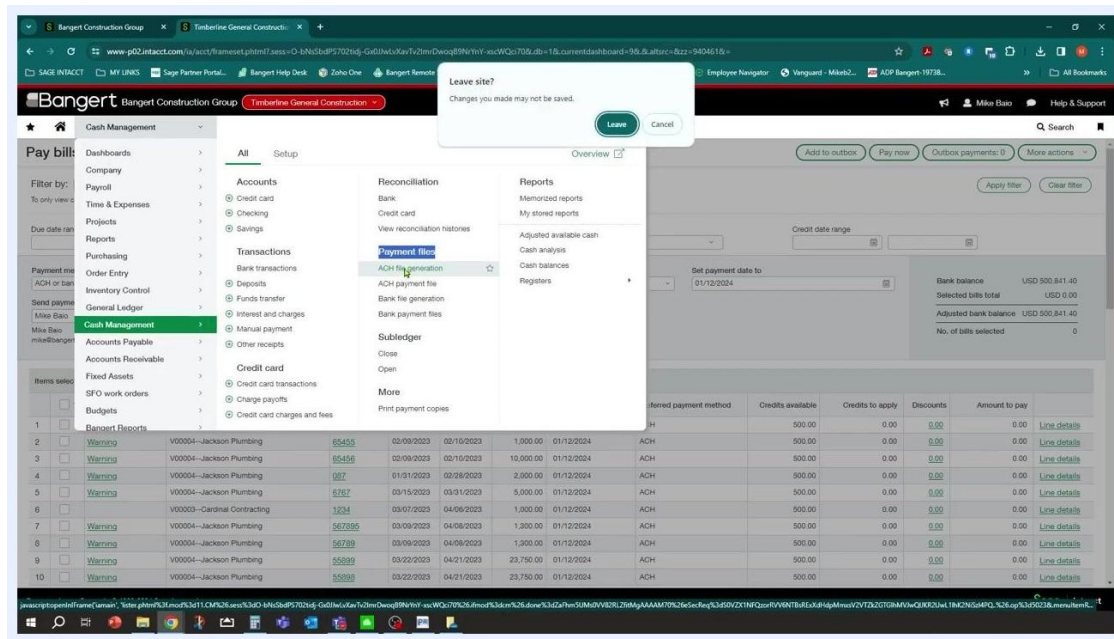
In the expanded Cash Management menu, under **Payment files**, select **ACH file generation** to open the ACH file generation interface.



Cash Management menu with ACH file generation highlighted under Payment files

### 30. Handle the unsaved changes prompt

If you're prompted with a "Leave site?" dialog (for example, "Changes you made may not be saved"), click **Leave** to proceed to the ACH file generation screen without saving changes on the previous screen.



Leave site confirmation dialog over Cash Management menu and ACH file generation option

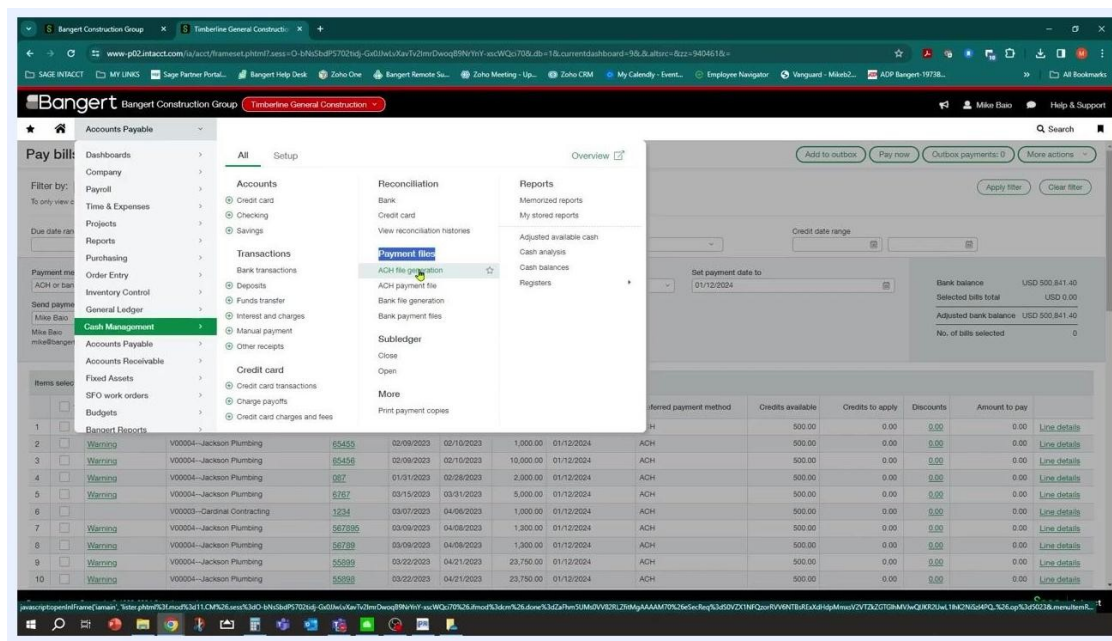
### 31. Select payments for the ACH file

On the **Generate ACH file** screen, review the list of payees eligible for ACH payment. The table displays columns for Select, Payee ID, Payee name, Bank account, Payment date, and Payment amount.

Select the checkboxes for each payee you want to include in the ACH file, for example:

- Buffalo Building Company (Payee ID: V00002, Amount: \$5,010.00)
- Cardinal Contracting (Payee ID: V00003, Amount: \$1,200.00)
- Jackson Plumbing (Payee ID: V00004, Amount: \$780.00)

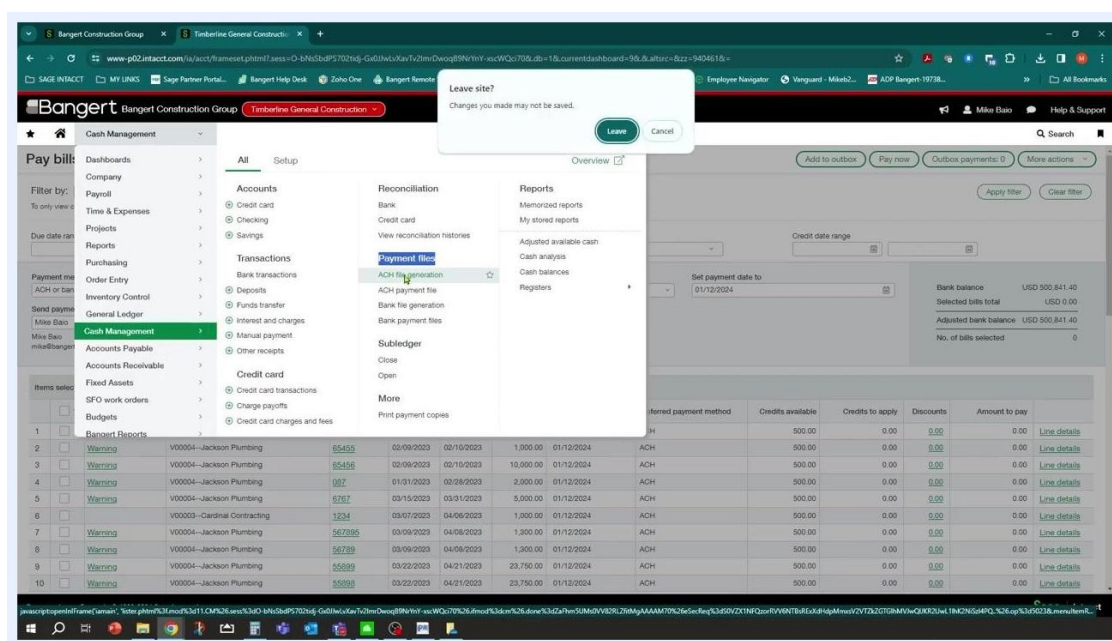
You can select all payees or only individual ones as needed.



Generate ACH file screen with payees listed and checkboxes for selection

## 32. Generate the file

After selecting the desired payees, click **Generate file** at the top right of the screen. The system processes your selections and creates the ACH payment file.



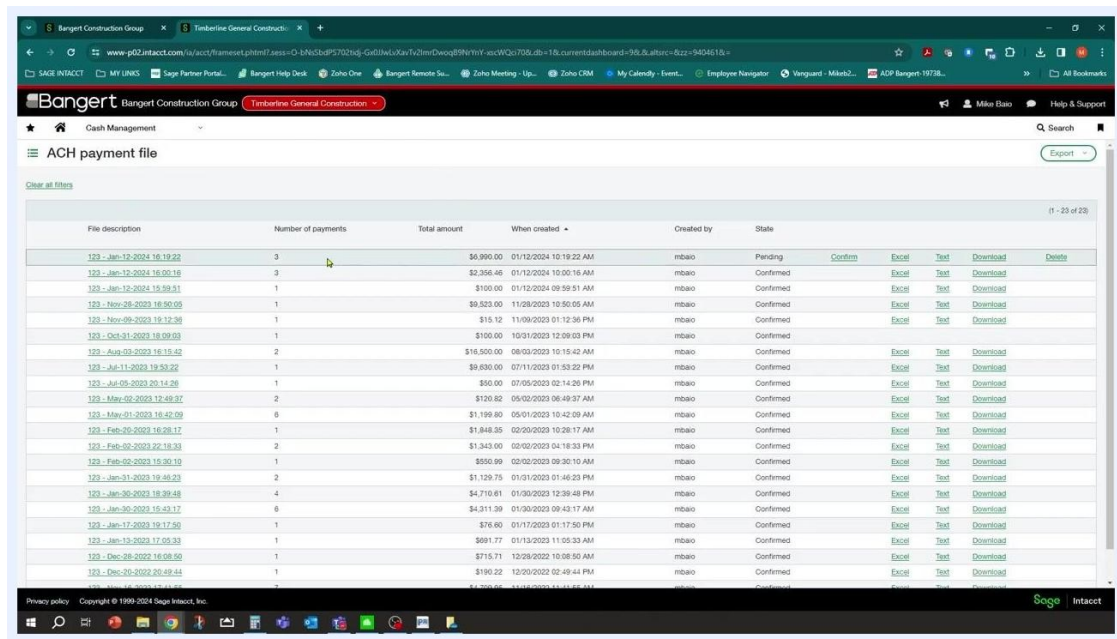
Generate ACH file screen with all payees selected and Generate file button highlighted  
Generated with docsie.io

### 33. Review the ACH payment file list

The system navigates to the **ACH payment file** screen, displaying a list of all generated ACH files. Locate the newly created file at the top of the list, which shows:

- File description (for example, "123 - Jan-12-2024 16:19:22")
- Number of payments (for example, 3)
- Total amount (for example, \$6,990.00)
- When created (for example, 01/12/2024 10:19:22 AM)
- Created by (for example, mbaio)
- State (for example, Pending or Confirmed)

Additional actions are available for each file: Confirm, Excel, Text, Download, and Delete.



| File description           | Number of payments | Total amount | When created           | Created by | State     |         |       |          |          |        |
|----------------------------|--------------------|--------------|------------------------|------------|-----------|---------|-------|----------|----------|--------|
| 123 - Jan-12-2024 16:19:22 | 3                  | \$6,990.00   | 01/12/2024 10:19:22 AM | mbaio      | Pending   | Confirm | Excel | Text     | Download | Delete |
| 123 - Jan-12-2024 16:00:18 | 3                  | \$2,356.46   | 01/12/2024 10:00:16 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jan-12-2024 15:59:51 | 1                  | \$100.00     | 01/12/2024 09:59:51 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Nov-28-2023 18:50:05 | 1                  | \$9,523.00   | 11/28/2023 10:50:05 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Nov-09-2023 19:12:38 | 1                  | \$15.12      | 11/09/2023 01:12:36 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Oct-31-2023 18:09:03 | 1                  | \$100.00     | 10/31/2023 12:09:03 PM | mbaio      | Confirmed |         |       |          |          |        |
| 123 - Aug-03-2023 16:15:42 | 2                  | \$16,500.00  | 08/03/2023 10:15:42 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jul-11-2023 19:53:22 | 1                  | \$9,630.00   | 07/11/2023 01:53:22 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jul-05-2023 20:14:26 | 1                  | \$60.00      | 07/05/2023 02:14:26 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - May-02-2023 17:49:37 | 2                  | \$120.82     | 05/02/2023 06:49:37 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - May-01-2023 10:42:09 | 6                  | \$1,199.80   | 05/01/2023 10:42:09 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Feb-20-2023 16:28:17 | 1                  | \$1,848.35   | 02/20/2023 10:28:17 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Feb-02-2023 22:18:33 | 2                  | \$1,343.00   | 02/02/2023 04:18:33 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Feb-02-2023 19:50:10 | 1                  | \$550.99     | 02/02/2023 09:50:10 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jan-31-2023 19:46:23 | 2                  | \$1,129.75   | 01/31/2023 01:46:23 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jan-30-2023 18:39:48 | 4                  | \$4,710.61   | 01/30/2023 12:39:48 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jan-30-2023 15:43:17 | 6                  | \$4,311.39   | 01/30/2023 09:43:17 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jan-17-2023 19:17:40 | 1                  | \$76.60      | 01/17/2023 01:17:50 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Jan-13-2023 17:05:33 | 1                  | \$691.77     | 01/13/2023 11:05:33 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Dec-28-2022 16:08:56 | 1                  | \$715.71     | 12/28/2022 10:08:50 AM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |
| 123 - Dec-20-2022 20:49:44 | 1                  | \$190.22     | 12/20/2022 02:49:44 PM | mbaio      | Confirmed | Excel   | Text  | Download |          |        |

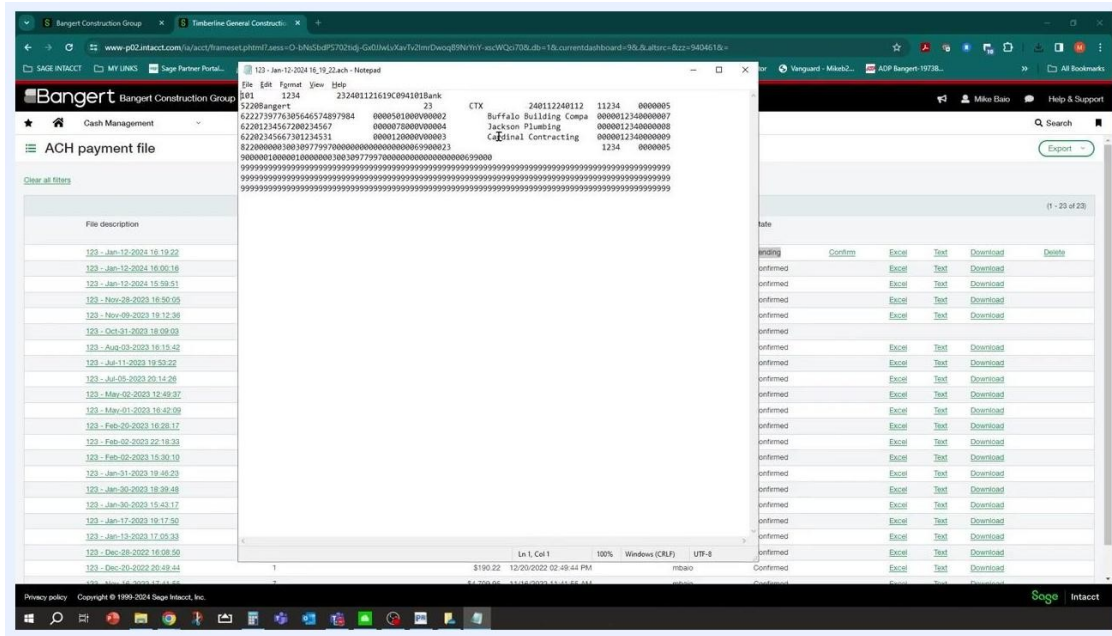
**ACH payment file list showing the newly created file with details and available actions**

With these steps complete, you've initiated ACH payment processing, generated the ACH file, and verified its creation in Sage Intacct.

# Manage ACH payment files and confirm with your bank

## 34. Delete and recreate a payment file if needed

If you need to redo a payment file, click the **Delete** link next to the relevant file while it's in the Pending state. Deleting a file reverts it to the prior step, allowing you to recreate or adjust the payment as necessary. Confirm the deletion if prompted.



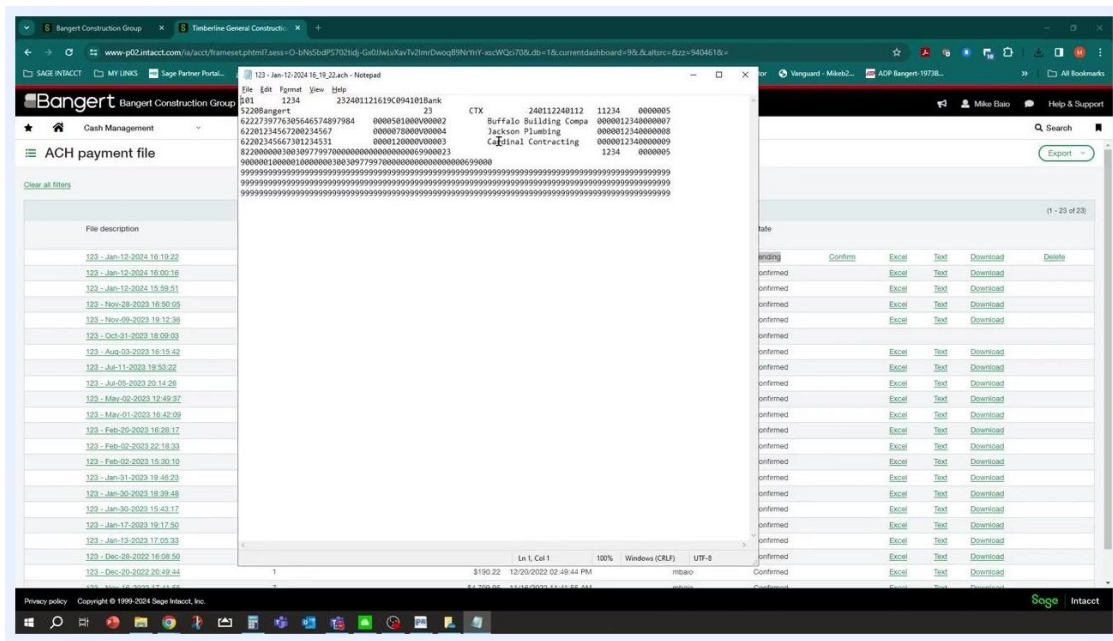
ACH payment file list with Delete option highlighted for a pending file

## 35. View ACH payment file details

To review the contents of a payment file, click the **Text** link next to the file. The file opens in a text editor, displaying detailed ACH transaction information, including:

- File header and control records
- Company and bank information
- Vendor names (for example, Buffalo Building Company, Jackson Plumbing, Cardinal Contracting)
- Transaction codes and reference numbers

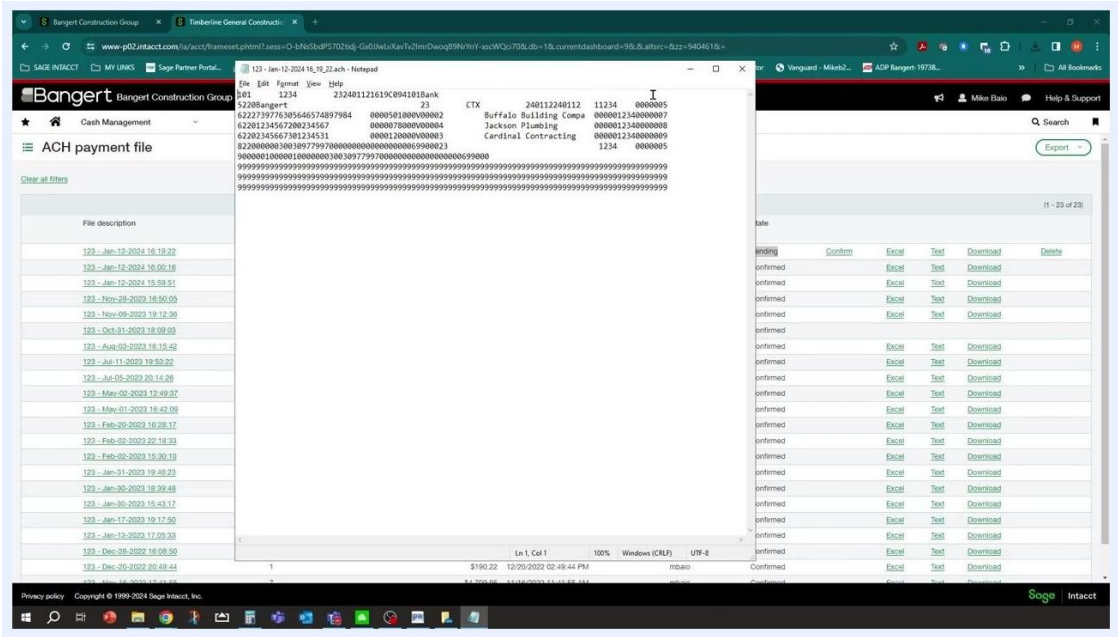
Use this information to verify the file contents or provide it to your bank as needed.



Text editor window displaying ACH file details with vendor names and transaction codes, overlaying the ACH payment file list

### 36. Coordinate with your bank

Follow your bank's process for ACH file submission and testing. Many banks require you to generate a test ACH file with a few invoices and send it to them for validation. Wait for confirmation from your bank that the test file processed successfully before proceeding.



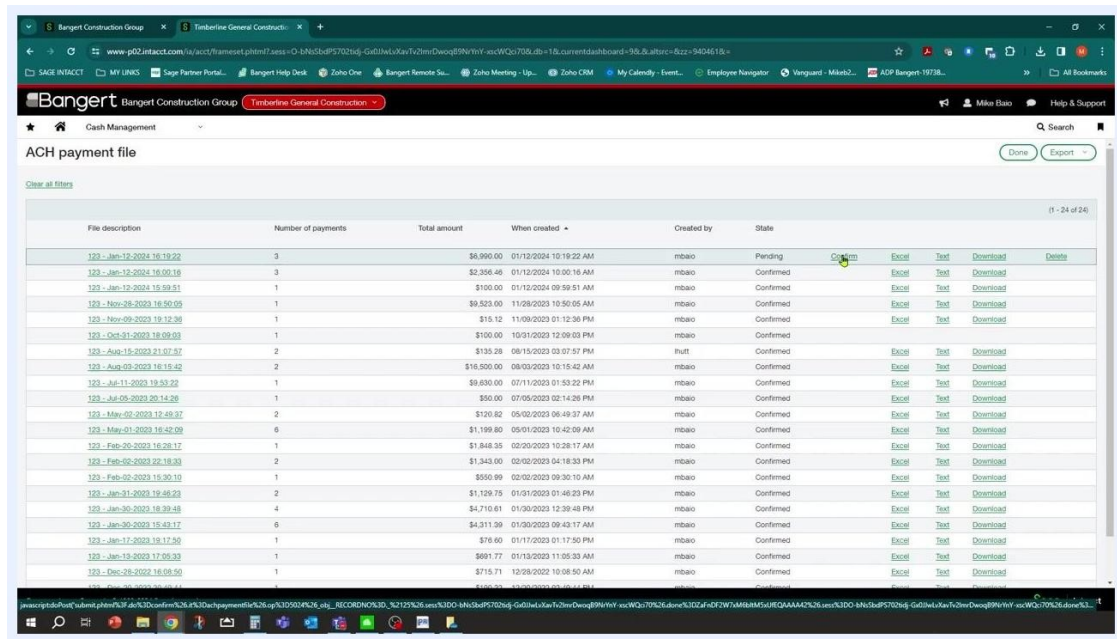
Text editor window with ACH file details, showing the process of reviewing file contents before bank submission

After generating and submitting the ACH file, leave it in the **Pending** state within Sage Intacct until you receive confirmation from your bank. Don't confirm or finalize the payment file until the bank has verified successful processing.



## 38. Identify pending ACH payment files

In the **ACH payment file** list, review the columns: File Description, Number of Payments, Total Amount, When Created, Created By, and State. Locate the file with the "Pending" state—for example, "123 - Jan-12-2024 16:19:22" with 3 payments totaling \$6,990.00, created by "mbaio." The **Confirm** action is available for files in the Pending state.



| File description           | Number of payments | Total amount | When created           | Created by | State     |         |       |      |          |
|----------------------------|--------------------|--------------|------------------------|------------|-----------|---------|-------|------|----------|
| 123 - Jan-12-2024 16:19:22 | 3                  | \$6,990.00   | 01/12/2024 10:19:22 AM | mbaio      | Pending   | Confirm | Excel | Text | Download |
| 123 - Jan-12-2024 16:00:18 | 3                  | \$2,356.46   | 01/12/2024 10:00:18 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jan-12-2024 16:59:51 | 1                  | \$100.00     | 01/12/2024 09:59:51 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Nov-28-2023 16:50:09 | 1                  | \$9,523.00   | 11/28/2023 10:50:05 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Nov-09-2023 10:12:38 | 1                  | \$15.12      | 11/09/2023 01:12:38 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Oct-31-2023 18:09:03 | 1                  | \$100.00     | 10/31/2023 12:09:03 PM | mbaio      | Confirmed |         |       |      |          |
| 123 - Aug-15-2023 21:07:07 | 2                  | \$135.28     | 08/15/2023 03:07:07 PM | hufft      | Confirmed |         | Excel | Text | Download |
| 123 - Aug-03-2023 16:15:42 | 2                  | \$16,500.00  | 08/03/2023 10:15:42 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jul-11-2023 19:53:22 | 1                  | \$9,630.00   | 07/11/2023 01:53:22 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jul-06-2023 20:14:26 | 1                  | \$50.00      | 07/06/2023 02:14:26 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - May-02-2023 17:49:37 | 2                  | \$120.82     | 05/02/2023 06:49:37 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - May-01-2023 10:42:09 | 6                  | \$1,199.80   | 05/01/2023 10:42:09 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Feb-20-2023 16:28:17 | 1                  | \$1,848.35   | 02/20/2023 10:28:17 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Feb-02-2023 22:18:33 | 2                  | \$1,343.00   | 02/02/2023 04:18:33 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Feb-02-2023 18:30:10 | 1                  | \$550.99     | 02/02/2023 09:30:10 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jan-31-2023 19:46:23 | 2                  | \$1,129.75   | 01/31/2023 01:46:23 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jan-30-2023 18:39:48 | 4                  | \$4,710.61   | 01/30/2023 12:39:48 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jan-30-2023 15:43:17 | 6                  | \$4,311.39   | 01/30/2023 09:43:17 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jan-17-2023 19:17:50 | 1                  | \$16.60      | 01/17/2023 01:17:50 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Jan-13-2023 17:05:33 | 1                  | \$691.77     | 01/13/2023 11:05:33 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 123 - Dec-28-2022 18:08:50 | 1                  | \$715.71     | 12/28/2022 10:08:50 AM | mbaio      | Confirmed |         | Excel | Text | Download |

ACH payment file list showing a file in Pending state with the Confirm action available

### 39. Confirm the pending ACH payment file

Click the **Confirm** link next to the pending payment file. This action finalizes the payment file, marking it as "Confirmed" in the State column. Make sure you've received confirmation from your bank before performing this step.

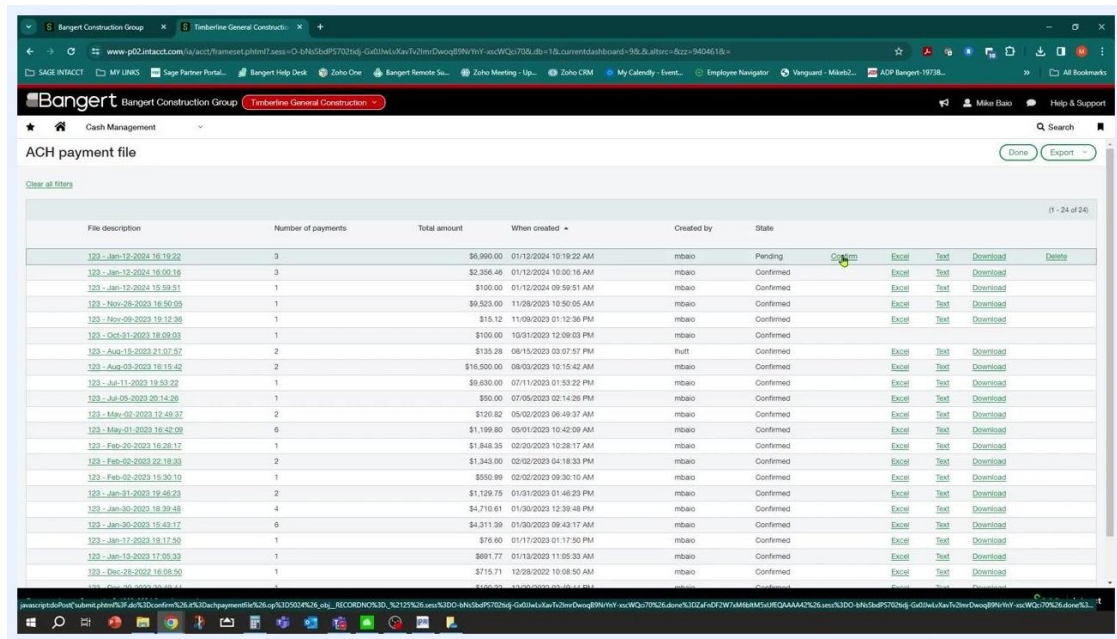
The screenshot shows the Sage Intacct web interface for the 'Banger Construction Group'. The 'ACH payment file' section is active, displaying a table of payment files. The table has columns for File description, Number of payments, Total amount, When created, Created by, and State. A 'Confirm' link is highlighted in green for the first row, which is in a 'Pending' state. Other rows are in a 'Confirmed' state. The interface also includes a search bar, a 'Done' button, and an 'Export' button.

| File description           | Number of payments | Total amount | When created           | Created by | State     |
|----------------------------|--------------------|--------------|------------------------|------------|-----------|
| 123 - Jan-12-2024 16:19:22 | 3                  | \$6,990.00   | 01/12/2024 16:19:22 AM | mbaio      | Pending   |
| 123 - Jan-12-2024 16:00:16 | 3                  | \$2,356.46   | 01/12/2024 16:00:16 AM | mbaio      | Confirmed |
| 123 - Jan-12-2024 15:59:51 | 1                  | \$100.00     | 01/12/2024 09:59:51 AM | mbaio      | Confirmed |
| 123 - Nov-29-2023 16:50:05 | 1                  | \$9,523.00   | 11/29/2023 16:50:05 AM | mbaio      | Confirmed |
| 123 - Nov-09-2023 10:12:36 | 1                  | \$15.12      | 11/09/2023 01:12:36 PM | mbaio      | Confirmed |
| 123 - Oct-31-2023 16:09:03 | 1                  | \$100.00     | 10/31/2023 12:09:03 PM | mbaio      | Confirmed |
| 123 - Aug-15-2023 21:07:07 | 2                  | \$135.28     | 08/15/2023 03:07:07 PM | huff       | Confirmed |
| 123 - Aug-09-2023 16:16:42 | 2                  | \$16,600.00  | 08/09/2023 16:16:42 AM | mbaio      | Confirmed |
| 123 - Jul-11-2023 19:53:22 | 1                  | \$9,630.00   | 07/11/2023 01:53:22 PM | mbaio      | Confirmed |
| 123 - Jul-05-2023 20:14:26 | 1                  | \$50.00      | 07/05/2023 02:14:26 PM | mbaio      | Confirmed |
| 123 - May-02-2023 12:46:37 | 2                  | \$120.82     | 05/02/2023 06:46:37 AM | mbaio      | Confirmed |
| 123 - May-01-2023 16:42:09 | 6                  | \$1,199.80   | 05/01/2023 10:42:09 AM | mbaio      | Confirmed |
| 123 - Feb-20-2023 16:28:17 | 1                  | \$1,848.35   | 02/20/2023 10:28:17 AM | mbaio      | Confirmed |
| 123 - Feb-02-2023 22:18:33 | 2                  | \$1,343.00   | 02/02/2023 04:18:33 PM | mbaio      | Confirmed |
| 123 - Feb-02-2023 15:30:10 | 1                  | \$550.99     | 02/02/2023 09:30:10 AM | mbaio      | Confirmed |
| 123 - Jan-31-2023 19:46:23 | 2                  | \$1,129.75   | 01/31/2023 01:46:23 PM | mbaio      | Confirmed |
| 123 - Jan-30-2023 16:39:48 | 4                  | \$4,710.61   | 01/30/2023 12:39:48 PM | mbaio      | Confirmed |
| 123 - Jan-30-2023 15:43:17 | 6                  | \$4,311.39   | 01/30/2023 09:43:17 AM | mbaio      | Confirmed |
| 123 - Jan-17-2023 16:17:30 | 1                  | \$76.80      | 01/17/2023 01:17:30 PM | mbaio      | Confirmed |
| 123 - Jan-13-2023 17:05:39 | 1                  | \$691.77     | 01/13/2023 11:05:39 AM | mbaio      | Confirmed |
| 123 - Dec-28-2022 16:08:50 | 1                  | \$715.71     | 12/28/2022 10:08:50 AM | mbaio      | Confirmed |

Cursor clicking the Confirm link for a pending ACH payment file in Sage Intacct

## 40. Verify the confirmation status

After confirming, the payment file's state updates from "Pending" to "Confirmed." All files in the list should now display "Confirmed" in the State column.



| File description    | Number of payments | Total amount | When created           | Created by | State     |         |       |      |          |
|---------------------|--------------------|--------------|------------------------|------------|-----------|---------|-------|------|----------|
| 12/31-2024-16:19:22 | 3                  | \$6,990.00   | 01/12/2024 10:19:22 AM | mbaio      | Pending   | Confirm | Excel | Text | Download |
| 12/31-2024-16:00:16 | 3                  | \$2,356.46   | 01/12/2024 10:00:16 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2024-15:59:51 | 1                  | \$100.00     | 01/12/2024 09:59:51 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2024-15:50:05 | 1                  | \$9,523.00   | 11/28/2023 10:50:05 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:12:36 | 1                  | \$15.12      | 11/09/2023 01:12:36 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:09:03 | 1                  | \$100.00     | 10/31/2023 12:09:03 PM | mbaio      | Confirmed |         |       |      |          |
| 12/31-2023-15:07:57 | 2                  | \$135.28     | 08/15/2023 03:07:57 PM | huff       | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:16:42 | 2                  | \$16,500.00  | 08/03/2023 10:16:42 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:53:22 | 1                  | \$9,630.00   | 07/11/2023 01:53:22 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:14:26 | 1                  | \$50.00      | 07/05/2023 02:14:26 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:49:37 | 2                  | \$120.82     | 05/02/2023 06:49:37 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:42:09 | 6                  | \$1,199.80   | 05/01/2023 10:42:09 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:26:17 | 1                  | \$1,848.35   | 02/20/2023 10:26:17 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:18:33 | 2                  | \$1,343.00   | 02/02/2023 04:18:33 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:30:10 | 1                  | \$550.99     | 02/02/2023 09:30:10 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:46:23 | 2                  | \$1,129.75   | 01/31/2023 01:46:23 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:39:48 | 4                  | \$4,710.61   | 01/30/2023 12:39:48 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:49:17 | 6                  | \$4,311.39   | 01/30/2023 09:49:17 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:17:50 | 1                  | \$76.80      | 01/17/2023 01:17:50 PM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2023-15:05:33 | 1                  | \$691.77     | 01/13/2023 11:05:33 AM | mbaio      | Confirmed |         | Excel | Text | Download |
| 12/31-2022-15:08:50 | 1                  | \$715.71     | 12/08/2022 10:08:50 AM | mbaio      | Confirmed |         | Excel | Text | Download |

ACH payment file list with all files, including the previously pending one, now marked as Confirmed

## What's next

With your bank account and vendors configured, you can repeat the **Enter a new bill** and **Pay bills via ACH** steps for each payment cycle. Continue coordinating with your bank on file submission timing, and always confirm test files before relying on production ACH runs. You have now completed the ACH payment process through Sage Intacct.