

Process cash, cheque and electronic pays

AccountRight Plus and Premier, Australia only



In the **Process Payments** step of the **Process Payroll Assistant (Payroll)** command centre > **Process Payroll**, you can:

- print employee paycheques
- process electronic payments
- record a bank withdrawal (spend money) for the cash pays.

Once you've completed this task, click **Next** to print or email pay slips.

If you want, you can perform these tasks later using the relevant command centre function. For example, if you want to include weekly and monthly payments in one electronic payment file, process both pay frequencies and then click **Prepare Electronic Payments** in the **Payroll** command centre to prepare the combined payment file.

To print paycheques

To process an electronic payment

To create a Spend Money transaction to record cash wages

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