**Accounts Payable – Commerce Control Pay Export**

1. After all checks have been printed and AP check run has been completed, in the web, go to: **Accounts Payable\Invoice Entry.**



1. From the **Filters** dropdown box, please select **Commerce Control Pay Export**. This will arrange all of the columns in this view into the correct format for Commerce Bank.



1. Click on the Excel icon to export the arranged columns on the **Invoice Entry** screen to a .csv file. Select **CSV** and then click the **Export** button.



1. Once the file has finished processing, click the **Download Export File** button.



1. Click the down arrow near the name of the downloaded file. Select the **Show in folder** option.



1. This is your file. It is ready to be renamed as needed and uploaded to Commerce’s website.

