These are typical daily processes that should be performed in the daily AP workflow. Business Processes and/or related Queries are noted below each item. Items marked with * may be done in batch each night.

1. Match Vouchers*
   - Accounts Payable⇒Batch Processes⇒Vouchers⇒Matching
     AP.030.010 – Running Matching

2. View and Correct any Match Exceptions
   - Accounts Payable⇒Review Accounts Payable Info⇒Vouchers⇒Match Workbench
     AP.050.010 – Using the Matching Workbench

3. Run Document Tolerance*
   - Accounts Payable⇒Batch Processes⇒Vouchers⇒Document Tolerance
     AP.030.070 – Running Document Tolerance

4. Review and/or Override Document Tolerance Exceptions
   - Accounts Payable⇒Vouchers⇒Maintain⇒Document Tolerance Exceptions
     AP.050.020 – Viewing and Correcting Document Tolerance Exceptions

5. Budget Check Vouchers*
   - Accounts Payable⇒Batch Processes⇒Vouchers⇒Budget Check
     AP.030.020 – Budget Checking Payables

6. View and/or Override Budget Check Exceptions
   - Commitment Control⇒Review Budget Check Exceptions⇒Accounts Payable⇒Vouchers
     KK.050.006 – Reviewing Budget Check Exceptions-Vouchers
     KK.050.009 – Reviewing Budget Check Exceptions-Vchr Acctg Line
     Reporting Tools⇒Query⇒Query Viewer
     BOR_BC_PENDING

7. Post Vouchers*
   - Accounts Payable⇒Batch Processes⇒Vouchers⇒Voucher Posting
     AP.030.030 – Posting Vouchers

8. Check for Unposted Vouchers and Correct Situations Causing Vouchers not to Post
   - Reporting Tools⇒Query⇒Query Viewer
     BOR_AP_UNPOSTED_VCHR

9. Run Pay Cycle
   - Accounts Payable⇒Payments⇒Pay Cycle Processing⇒Pay Cycle Manager
AP.020.501 – Running Check Pay Cycles
AP.020.502 – Running EFT or ACH Pay Cycles
• **Note:** Separate job aids are available for running the Check and EFT/ACH pay cycles.

**Reporting Tools⇒Query⇒Query Viewer**
BOR_AP_DUE

10. Review Payments Selected and Correct Errors
   **Accounts Payable⇒Payments⇒Pay Cycle Processing⇒Pay Cycle Manager⇒Details**
   AP.020.505 – Reviewing Payments Selected and Exceptions & Alerts
   AP.020.506 – Pay Cycle Approval

11. Post Payments*
    **Accounts Payable⇒Batch Processes⇒Payment⇒Payment Posting**
    AP.030.050 – Posting Payments

12. Check for Unposted Payments and Correct Situations Causing Payments not to Post
    **Reporting Tools⇒Query⇒Query Viewer**
    BOR_AP_UNPOSTED_PYMENTS

13. Journal Generate Vouchers*
    **General Ledger⇒Journals⇒Subsystem⇒Generate Journals**
    GL.030.001 – Running Journal Generator

14. Check for Journals not Generated
    **Reporting Tools⇒Query⇒Query Viewer**
    BOR_JE_PENDING

**ADDITIONAL OIIT RESOURCES and SUPPORT:** Contact the **OIIT HELPDESK** at [http://www.usg.edu/customer_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).