

AP DAILY PROCESSING CHECK LIST **for GeorgiaFIRST PeopleSoft Financials Version 8.9**

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

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