Accounts Payable Business Processes

Accounts Payable Administration

Setup

Workflow and Approver Maintenance

Accounts Payable – Payment Requests and Vouchers

Payment Requests

Entering Vouchers

Special Vouchers

Accounts Payable – Interfaces

Banner Interfaces

Accounts Payable – Payments

Pay Cycles

AP.020.500	Payment Selection Criteria
AP.020.501	Running Check Pay Cycles
AP.020.502	Running EFT or ACH Pay Cycles
AP.020.503	Locating Pay Cycle Files in Report Manager
AP.020.505	Reviewing Payments Selected and Exceptions & Alerts
AP.020.506	Pay Cycle Approval
AP.020.510	Restarting a Pay Cycle (re-create buttons)

Maintaining Payments

AP.020.520	Creating Express Checks
AP.020.540	Canceling a Payment
AP.020.530	Recording Manual Payments
AP.020.550	Processing Escheated Payments
AP.030.050	Posting Payments
AP.040.030	Generating the Positive Payment File

Accounts Payable – Inquiries

Inquiries

AP.090.010	Reviewing Voucher Information
AP.090.020	Reviewing Posted Accounting Entries
AP.090.030	Reviewing Journal Detail for a GL Journal
AP.090.050	Reviewing Voucher Document Status
AP.090.060	Performing Payment Inquiries
AP.090.070	Reviewing Vendor Aging
AP.090.080	Reviewing Scheduled Payments on Hold
AP.090.090	Reviewing Scheduled Payment Information
AP.090.100	Reviewing Current Vendor Balances

Accounts Payable – Queries and Reports are located in the AP Queries and Reports Job Aid.

Accounts Payable – 1099 Processes, Queries and Reports can be found in the 1099 Processing User's Guide.