

Accounts Payable Business Processes

Accounts Payable Administration

Setup

AP.010.010	Adding and Updating AP User Preferences
AP.010.050	Establishing Positive Pay Format & Transmittal
AP.010.080	Creating a Business Calendar

Workflow and Approver Maintenance

AP.080.033	Modifying Payment Request Workflow
AP.080.023	Modifying Voucher Workflow
AP.080.040	Updating Department Manager ID
AP.080.041	Adding or Updating Additional Department Approver
AP.080.042	Updating Project Manager ID
AP.080.043	Adding or Updating Additional Project Approver

Accounts Payable – Payment Requests and Vouchers

Payment Requests

AP.060.010	Creating a Payment Request
AP.060.020	Approving Payment Requests

Entering Vouchers

AP.020.010	Entering a Regular Voucher
AP.020.011	Entering a Regular Voucher from a PO
AP.020.012	Entering a Regular Voucher from a Receipt
AP.020.020	Entering a Regular Voucher for an Asset (without a PO)
AP.020.021	Entering a Regular Voucher for an Asset
AP.020.022	Entering a Regular Voucher for an Asset with a Trade-In
AP.020.030	Entering a Regular Voucher for Travel Prepayments
AP.020.031	Entering a Regular Voucher for Travel (non-employee)

Special Vouchers

AP.020.040	Entering 1099 Withholding Vouchers
AP.020.050	Entering Adjustment Vouchers
AP.020.051	Entering Credit Adjustment Vouchers
AP.020.060	Entering Quick Invoices
AP.020.070	Entering Single Payment Vouchers
AP.020.080	Entering Template Vouchers
AP.020.140	Uploading Vouchers from MS Excel

AP.020.300	Creating Recurring PO Voucher Contracts
AP.020.310	Creating Recurring Voucher Contracts

Updating Vouchers

AP.020.100	Deleting Vouchers
AP.020.110	Closing a Voucher (v8.9 – v9.2)
AP.020.111	Closing an Upgraded Voucher (v7.5)
AP.020.115	Unposting Vouchers
AP.020.120	Finalizing Vouchers
AP.020.130	On-Demand Processing
AP.020.150	Clearing Travel Prepayments (non-employee)
AP.020.200	Creating and Using Control Groups
AP.020.210	Deleting Control Groups

AP Approver Actions

AP.080.020	Approving Vouchers
AP.080.021	Denying Vouchers
AP.080.022	Reassigning Vouchers
AP.080.030	Approving Payment Requests
AP.080.031	Denying Payment Requests
AP.080.032	Reassigning Payment Requests

Processing Vouchers

AP.030.010	Running Matching
AP.030.020	Budget Checking Payables
AP.030.030	Posting Vouchers
AP.030.060	Running Voucher Build
AP.030.070	Running Document Tolerance
AP.030.080	Running Batch Voucher Approval
AP.050.010	Using the Match Workbench
AP.050.020	Viewing and Correcting Document Tolerance
AP.050.030	Viewing and Correcting Voucher Build Errors
AP.070.030	APY1020 Posted Voucher Listing

Accounts Payable – Interfaces

Banner Interfaces

AP.040.020	Processing Banner to AP Transactions
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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](#).