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.080.020  Monitor Approvals – Approving Vouchers
AP.080.021  Monitor Approvals – Denying Vouchers
AP.080.022  Monitor Approvals – Reassigning Vouchers
AP.080.023  Monitor Approvals – Modifying Voucher Workflow
AP.080.030  Monitor Approvals – Approving Payment Requests
AP.080.031  Monitor Approvals – Denying Payment Requests
AP.080.032  Monitor Approvals – Reassigning Payment Requests
AP.080.033  Monitor Approvals – Modifying Payment Request Workflow

Accounts Payable – Payment Requests and Vouchers

Payment Requests

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

Regular Vouchers

AP.020.010  Entering Regular Vouchers
AP.020.011  Entering Regular Vouchers from a PO
AP.020.012  Entering Regular Vouchers from a Receipt
AP.020.020  Entering Regular Voucher for an Asset (without a PO)
AP.020.021  Entering Regular Voucher for an Asset
AP.020.022  Entering Regular Voucher for an Asset with a Trade
AP.020.030  Entering Regular Voucher for Travel Prepayments
AP.020.031  Entering 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
### Maintaining Vouchers
- **AP.020.105**: 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.020.145**: 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.020.320**: Closing Voucher Contracts

### Processing Vouchers
- **AP.030.010**: Running Matching
- **AP.030.020**: Budget Checking Payables
- **AP.030.030**: Posting Vouchers
- **AP.030.040**: Reassigning Voucher Workflow
- **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

### 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
<table>
<thead>
<tr>
<th>Process Code</th>
<th>Description</th>
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<tr>
<td>AP.020.540</td>
<td>Canceling a Payment</td>
</tr>
<tr>
<td>AP.020.550</td>
<td>Recording Manual Payments</td>
</tr>
<tr>
<td>AP.020.560</td>
<td>Processing Escheated Payments</td>
</tr>
<tr>
<td>AP.020.570</td>
<td>Reassigning Payment Requests</td>
</tr>
<tr>
<td>AP.030.050</td>
<td>Posting Payments</td>
</tr>
<tr>
<td>AP.040.030</td>
<td>Generating the Positive Payment File</td>
</tr>
</tbody>
</table>

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

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