

## Accounts Payable Business Processes

### Accounts Payable – Setup

#### *Setup Tasks*

AP.010.010	Adding and Updating AP User Preferences
AP.010.020	AP Check Print Options Page
AP.010.040	Establishing EFT File Format
AP.010.050	Establishing Positive Pay Format & Transmittal Codes
AP.010.080	Creating a Business Calendar

### Accounts Payable – Vouchers

#### *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 In
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
AP.020.140	Uploading Vouchers from MS Excel
AP.020.300	Creating Recurring PO Voucher Contracts
AP.020.310	Creating Recurring Voucher Contracts

#### *Managing Vouchers*

AP.020.150	Clearing Travel Prepayments (non-employee)
AP.020.100	Deleting Vouchers
AP.020.110	Closing a Voucher (8.9)
AP.020.111	Closing a Voucher (7.5)
AP.020.115	Unposting Vouchers
AP.020.120	Finalizing Vouchers
AP.020.130	On-Demand Processing
AP.020.200	Creating and Using Control Groups
AP.020.210	Deleting Control Groups
AP.020.320	Closing Voucher Contracts

**Processing Vouchers**

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

**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.020.506	Pay Cycle Approval
AP.020.505	Reviewing Payments Selected and Exceptions & Alerts
AP.020.510	Restarting a Pay Cycle (re-create buttons)

**Managing Payments**

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

**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](#).**