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 – Payment Requests and Vouchers

**Payment Requests**

- **AP.060.010** Entering Payment Requests
- **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 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.020.100** Deleting Vouchers
- **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.020.320** Closing Voucher Contracts
Processing Vouchers
AP.030.010  Running Matching
AP.030.020  Budget Checking Payables
AP.030.030  Posting Vouchers
AP.030.060  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 Exceptions
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)
Managing Payments
AP.020.520  Creating Express Checks
AP.020.530  Recording Manual Payments
AP.020.540  Canceling a Payment
AP.020.550  Processing Escheated Payments
AP.030.050  Posting Payments
AP.040.030  Generating the Positive Payment File

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.