

## Accounts Payable Business Processes

### Accounts Payable Administration

#### *Setup*

- AP.010.010 Adding and Updating AP User Preferences
- 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 Approvers
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	Running the APY1020 Posted Voucher Listing Report

**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 Paycheck 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)

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### ***Maintaining 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.020.050	Posting Payments
AP.040.030	Generating 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 Payments 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](#).**