

**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**



- AP.060.010 Creating a Payment Request

**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)



- 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



- 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/PA**

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



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**

#### **BA**

AP.040.020	Processing Banner to AP Transactions
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### **Accounts Payable - Payments**



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)



- 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



- 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