Setup

AP.010.010	Adding and Updating AP User Preferences		
AP.010.080	Creating a Business Calendar		
Workflow and Appo ver M ine a ne			
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			

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AP.060.010 Creating a Payment Request

Asset

AP.020.022	Entering a	Regul	ar Voud	cher for	an As	set with a	Trade	-In
AP.020.030	Entering a	Regul	ar Voud	cher for	Trave	l Prepaym	ents	
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AP.020.031 Entering a Regular Voucher for Travel (non-employee)

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AP.020.040	Entering	1099	Withholding	Vouchers
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- 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

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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

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AP.080.020	Approving Vouchers	
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- 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

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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

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AP.040.020 Processing Banner to AP Transactions

Accounts Payable - Payments

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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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Creating Express Checks
Recording Manual Payments
Canceling a Payment
Processing Escheated Payments
Posting Payments
Generating Positive Payment File

Accounts Payable – Inquiries

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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