



**Step 5 (Optional)** Run the APY1011 Control Group Register Report for a listing of all vouchers within the Control Group.

**Step 6 Budget Check the Vouchers** (AP.030.020).

**Step 7 Verify the Control Group Totals** (AP.020.200) so the vouchers can be posted/paid.

**Step 8 Post the Vouchers** (AP.030.030 Posting Vouchers)

**Step 9 Run the Banner Pay Cycle** (both check and EFT if applicable). Refer to the following Business Processes:



**Procedure**

Below are step by step instructions on how to process Banner to AP Transactions.

| Step | Action   |
|------|--|
| 1.   | Click the <b>NavBar</b> icon.  |
| 2.   | Click the <b>Menu</b> link.  |
| 3.   | Click the <b>BOR Menus</b> link.   |
| 4.   | Click the <b>BOR Accounts Payas5 13.8 re EVT/# 12 Tf1 0 0 1 163.82 558.46 Tm</b> |

