### *Setup*

| | |
|---|---|
| AP.010.010 | Adding and Updating AP User Preferences |
| AP.010.080 | Creating a Business Calendar |

### *Workflow and Approver Maintenance*

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|---|---|
| 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

### *[illegible]*

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|---|---|
| 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) |

### *[illegible]*

| | |
|---|---|
| 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 |

### *[illegible]*

| | |
|---|---|
| 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 |

***[illegible]***

| | |
|---|---|
| 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 |

***[illegible]***

| | |
|---|---|
| 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

***[illegible]***

| | |
|---|---|
| AP.040.020 | Processing Banner to AP Transactions |

## Accounts Payable - Payments

***[illegible]***

| | |
|---|---|
| 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) |

**[illegible]** **[illegible]**

| | |
|---|---|
| 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

**[illegible]**

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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 |