



Accounts Payable Processing Checklist

- AP Analysis
 - Select the to date. Print to screen.
 - Make sure all invoices to be paid are in the report.
- Unpaid Items Listing
 - Print to screen.
 - Check off the selected checks to be printed.
- Program Payable Analysis (Supplement #331)
 - Select the to date. Print to Screen
 - Review to check expenses to be paid for programs.
- Payment Selection (There are seven selections to make payments.)
 - Select all Unpaid Vouchers
 - Select individual Vouchers.
 - Select by Voucher Batch Range
 - Select by Direct Deposit
 - Select by Due Date
 - Select by Voucher Range
 - Select By Voucher#
 - Mark for Payment
 - Print Selected items.
- Direct Deposit (Supplement #405)
 - GL Code – Bank Account that the funds will be extracted from.
 - Select Posting period.
 - Check the number of Prenotes and Live accounts for accuracy.
 - Check the date of payment.
 - Check the bank settlement date, the date the fund will be withdrawn.
 - Check bank account number for accuracy.
 - Optional
 - Select Check format for stubs.
 - Click Create Direct Deposit
 - Review Check stubs for accuracy print or save if you choose and close.
 - Review Direct Deposit Summary print or save as you choose.
 - If there are no checks to print save run
- Print Checks
 - GL Code – Bank Account that the funds will be extracted from.
 - Select Posting period.
 - Check the date of payment.
 - Enter the check number of first check that will be printed on
 - Optional
 - Select Check format for stubs.
 - Click Print
 - Review all checks for accuracy.
 - Place checks in the printer and print
 - Review checks to make sure they were printed correctly.
 - Close
 - Save check run.
- Board Payment Listing
 - Select by CD Batch or Check Date
 - On the drop down select the CD Batch or Date
 - Optional
 - If you and a minimum amount that should be presented enter that number in Exclude check number amount less than

- Check Register
 - Select CD batch. Print
 - Create Positive pay (will create an excel file of the check register.)
- Program Check Listing (Supplement #331)
 - Select by CD Batch or Check Date
 - On the drop down select the CD Batch or Date
 - Optional
 - Page break between projects
 - Include all projects (select project but ctrl and selecting projects)
 - Print
- Email/Reprint AP Check/Stubs
 - Select CD Patch/Select Stub format.
 - Select Check Stub or Direct Deposit Stub/Print
 - To email click email to vendors.
 - Select the vendors to receive and check stub through email.
 - Click send.