A blue text on a black background

Description automatically generated **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  + Check the bank settlement date, the date the fund will be withdrawn.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.