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	+ Check the bank settlement date, the date the fund will be withdrawn.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