

Accounts Payable Checklist & Process Steps Guide

Purpose: Use this document as a reference to assist in the standard or end-to-end processes in chronological order for the specific Finance module.

Audience: Finance Staff/Administrators

The following spreadsheet below provides the standard key processes to Accounts Payable: such as Supplier Setup, Vouchers, Payments and 1099 processing.

[Accounts Payable Checklist and Process Steps Guide](#)


Or for better accessibility, use the following drop-down checklist style for the Accounts Payable Checklist & Process Steps Guide:

Supplier: Set Up and Review Checklist

To view inserted information, select the down facing arrow on the right of the checklist title.

Purpose: This document outlines a step-by-step process for Set up and reviewing information for FIN Suppliers.

Audience: Finance Staff/Administrators

 **Note:** Query "**QFS_AP_VENDOR_LIST - Vendor List**" can be used to see the list of Suppliers with your location in it.

☐ **1. Review existing Supplier setup**

Review the Supplier you want to pay exist in the database. Suppliers are shared, please verify the supplier and do add/update as needed.

Related QRG(s)

- [9.2 Review Suppliers](#)

☐ 2. Review Supplier: Verify your location

Add/Update location to existing Supplier. If the Supplier exists in the database and your location is added then verify and if needed modify or if it's missing then add our location.

Related QRGs

- [9.2 Creating or Maintaining a Supplier](#)

☐ 3. Add Supplier

- Add a Supplier if it doesn't exist in the database.
- Supplier sales/Use Tax Setup: While adding new supplier you can setup default sales/use tax or else it will default from higher level.
- Supplier ACH Payment Setup: A Supplier must be set up to receive ACH or EFT payment before the voucher is created.

Related QRGs

- [9.2 Creating or Maintaining a Supplier](#)
- [9.2 Supplier Sale/Use Tax Setup](#)
- [9.2 Setting Up Supplier ACH/EFT Payment](#)

☐ 4. Supplier Audit Report

The Suppliers are set up globally so this can be used as a reference for generating a summary of field changes made to the supplier for a period of time in ctcLink. **Note: The audit occurs only for existing suppliers.**

Related QRGs

- [9.2 Supplier Audit Inquiry](#)

END

Voucher Entry & Processing Checklist

Purpose: This document outlines a step-by-step process for voucher entry and processing vouchers.

Audience: Finance Staff

To view inserted information, select the down facing arrow on the right of the checklist title.

☐ 1. Create Voucher

- Manually entering regular voucher in the system.
- Creating voucher by sourcing a Purchase Order
- Quick Invoice Vouchers are entered by non AP staff.
- Vouchers that are coming over from other modules and pillars like Payroll, SF Refunds, P-Card, AR Refunds, etc.

Related QRGs

- [9.2 Entering Regular Voucher](#)
- [9.2 Create Voucher from PO](#)
- [9.2 Enter a Quick Invoice Voucher](#)
- [9.2 Performing Voucher Build](#)

☐ 2. Budget Check

- Run Budget check on ad-hoc from the Voucher page.
- Run budget check on all the eligible vouchers in batch.

Related QRGs

- [9.2 Budget Checking a Voucher Ad-Hoc](#)
- [9.2 Budget Checking Vouchers in Batch](#)

☐ 3. Matching (Only for PO vouchers)

- Matching voucher with PO on ad-hoc.
- Matching voucher with PO in batch.

Related QRGs

- [9.2 Match Voucher in Batch](#)

☐ 4. Submit for Approval

- Submit voucher for approval on ad-hoc.
- Submit voucher for approval in batch.

Related QRGs

- [9.2 Submit Vouchers for Approval](#)
- [9.2 Posting Vouchers in Batch](#)

☐ 5. Voucher Post

- Post Voucher on Ad-hoc: Post voucher on ad-hoc from the voucher page to generate the accounting entries. ****TEMPORARILY NOT AVAILABLE/IN PROGRESS**
- Post Vouchers in Batch: Post vouchers in batch to generate the accounting entries.

Related QRGs

- [9.2 Posting Vouchers in Batch](#)

END

Payments Checklist

Purpose: This document outlines a step-by-step process for making payments.

Audience: Finance Staff

To view inserted information, select the down facing arrow on the right of the checklist title.

☐ 1. Create/Generate Payment

- Run AP Paycycle for Vouchers Payments and EX Pay Cycle for Cash Advances and Expense Reports payments. **Note: The paycycle will only pick those payments whose schedule pay date falls between the pay cycle selection date.**
- Express Payments run an immediate pay cycle.

Related QRGs

- [9.2 Running a Pay Cycle](#)
- [9.2 Create a Payment Via Express Payment](#)

☐ 2. Record/Create Manual Payment on a Voucher

- Record payments on a voucher is used when a payment is made outside CtcLink and recorded in the system to create accounting entries.
- The Manual Payment Creation feature enables you to track manual payments in your PeopleSoft Payables system by creating manual payment worksheets and applying one or more vouchers to them.
- Record a manual payment.

Related QRGs

- [9.2 Recording Payment on a Voucher](#)
- [9.2 Creating Manual Payments](#)
- [9.2 Selective Payment Update](#)

☐ 3. Posting Payments by Bank

- Post payments process creates the accounting entries for the payments.

Related QRGs

- [9.2 Posting Payments](#)

☐ 4. Payment Inquiry

- Payment Inquiry page is used to review payment information by Pay cycle, Payment Method, Payment status or for a range of Suppliers or Payment date.

Related QRGs

- [9.2 Review Payment Information](#)

☐ 5. Canceling a Payment

- Use the Cancel Payment page to cancel payments, reverse a cancellation, or view previously canceled payments.

Related QRGs

- [9.2 Canceling a Payment](#)

☐ 6. Escheat Payment (unclaimed property)

- Escheating happens when the check is going to be remitted to the state. So, first you escheat the check and second you create a new voucher for that payment to be sent to the state.

Related QRGs

- [9.2 Processing Escheated Payments](#)

END

1099 Checklist

Purpose: This document outlines a step-by-step process for processing 1099.

Audience: Finance Staff

- Withholding information can be added to Supplier information at any time, but it is recommended that you add the information when adding the Supplier to the system.

To view inserted information, select the down facing arrow on the right of the checklist title.

☐ 1. Entering 1099 Withholding Suppliers

Related QRGs

- [9.2 Creating or Maintaining a Supplier](#)

☐ 2. Entering 1099 Withholding Vouchers

- Enter withholding vouchers

Related QRGs

- [9.2 Entering Regular Voucher](#)

☐ 3. Posting Payments from 1099 Vouchers

- By posting the payments, the system updates Supplier account balances and creates balanced accounting entries for all payment-related transactions.

Related QRGs

- [9.2 Posting Payments](#)

☐ 4. Setting Up/Reviewing Report Control Information

- Report Control Information is used to set up transmitter and payer information, such as company address, phone numbers and payer numbers, Suppliers and business units that will be included in reports, and piggyback states. This is something that should be done for each year's 1099 Processing, even if you ran 1099 Processing in PeopleSoft the previous year.

Related QRGs

- [9.2 Setting Up and Reviewing Report Control Information](#)

☐ 5. Withholding Post

- This process combines the voucher and payment information in the withholding transaction tables. The system then uses these tables to generate the Withholding reports.

Related QRGs

- [9.2 Run WH Post](#)

☐ 6. Review 1099 Items

- Vouchers by Supplier process to view all of the Supplier withholding transactions by Voucher.
- Withholding Payments page enables you to review all payments and associated vouchers made to withholding entities by Supplier.
- The Supplier Balance by Class allows you to review Supplier total withholding transactions by class over a specified period of time.
- Withholding Balance for All Suppliers - Use the CTC_AP_1099_ALL_WITHD_BALANCE query for a list of all Withholding balances for all Suppliers by Business Unit and Payment date. (See below)

Related QRGs

- [9.2 Supplier Withholding Transactions by Voucher](#)
- [9.2 Withhold Payment Inquiry](#)
- [9.2 Withholding Supplier Balance by Class](#)
- Run query **CTC_AP_1099_ALL_WITHD_BALANCE** (Navigation: Navigator > Reporting Tools > Query > Query Viewer)

☐ 7. Withholding Mismatch

- The Withholding Mismatch report (APX9010) enables to you identify voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier.

Related QRGs

- [9.2 Withholding Mismatch Report](#)

☐ 8. Corrections and Adjustments of 1099 Items

- The Withholding Supplier Update process is used to change Withholding applicability, entity, type, jurisdiction, and/or class. When you use this type of update, the system will apply the update to all vouchers for that particular Supplier.
- The Withholding Invoice Line Update process can be used to update withholding information for a withholding Supplier at an invoice line level.

Related QRGs

- [9.2 Withholding Supplier Update](#)
- [9.2 Withholding Invoice Line Update](#)

☐ 9. Running the Withholding Update Process

- The Update Withholding process must be run after making changes using either the Withholding Supplier Update Process or the Withholding Invoice Line Update Process.

Related QRGs

- [9.2 Running 1099 WH Update Process](#)

☐ 10. Manual Adjustments (Adjusting Withholding)

- You can adjust withholding manually if necessary. This process is for manually adjusting posted withholding transactions by Supplier or adding withholding entries from a legacy or third-party system.

Related QRGs

- [9.2 1099 WH Manual Adjustments](#)

☐ 11. Running Withholding Report Post and Producing 1099 Copy B Reports

- This process creates a flat file for the IRS and populates the "Withholding to Send" and "Copy B" tables. The system then uses the data to create a file for the tax entity, or IRS, and forms for the Suppliers.

Related QRGs

- [9.2 Running Withholding Report Post Producing 1099 Copy B Reports](#)

☐ 12. 1099 Withhold to Send Detail Report

- The 1099 Withhold to Send Detail Report lists all the information created by the 1099 reporting process and is a replica of the data in the file that you are sending to the IRS.

Related QRGs

- [9.2 1099 Withhold to Send Detail Report](#)

☐ 13. Completing 1099 Processing for the Year

- When you are ready to send your IRS file, you will need to send it electronically to the IRS.
- The final step in the entire 1099 process is to run the WTHD_SENT Process, which is the Withholding Sent File. ***Note: Do not run this process until you have sent your file to the IRS and received confirmation of successful transmission.***

Related QRGs

- [IRS General Instructions](#)
- [9.2 1099 Withhold to Send Detail Report](#)

END