**Accounts Payable Life Cycle for Agency NOT Using AP Voucher Approval Workflow**

1. Receive Invoice from Vendor (Supplier)
2. Validate Supplier Information
3. Add/Update Supplier Information if Necessary
4. Enter/Update Vouchers
5. Matching (PO Vouchers Only)
* Scheduled to run at 2:30 p.m, Monday thru Friday
1. Doc Tolerance (PO Vouchers Only)
* Scheduled to run at 2:30 p.m, Monday thru Friday
1. Budget Checking
* Scheduled to run at 2:30 p.m, Monday thru Friday
1. **Voucher Post**
* Unless your agency has requested otherwise, you **MUST run this job MANUALLY** as it is not on the automated schedule
* Voucher must be posted BEFORE it can be picked up by Journal Generator
1. Voucher Exceptions Report
* Scheduled to run at 2:30 p.m., Monday thru Friday
* Review the voucher exceptions report to determine if any vouchers have exceptions that need to be corrected.
1. Journal Generator
* Scheduled to run at 3:00 p.m., Monday thru Friday
* Voucher must be journal generated BEFORE it can be picked up by the Outbound
1. Vouchers are Picked up by the CAPPS to USAS **Outbound at 4:00 p.m**., Monday thru Friday
2. Sign Into USAS and Release your batch(es) either using the “35” screen or the “53” screen.

To Pre-Release so that the vouchers pay on the same day they go to USAS, go to the “35” screen:

* Must be done before the 7:00 p.m. USAS processing begins
* You can sign into USAS and do the Pre-Release before the outbound runs if you need to, however, it is recommended that you review your vouchers in CAPPS before you do this per state Audit recommendations

To Release the vouchers the following day (if not pre-released), go to the “53” screen:

* Balance the Batch
* Release

NOTE:

* You can run Matching, Doc Tolerance, Budget Checking, Voucher Post, Voucher Exceptions Report, and/or Journal Generator manually at any time if needed.