

ACCOUNTS PAYABLE REPORT CHECKLIST

MONTH: _____

MONTHLY

REPORT NAME	COMPLETION DATE	INITIALS
Aging Report		
AP Trial Balance		
Active Encumbrance Report Prior Year		
Active Encumbrance Current Year		
Open Advances		
Hold Report		
Uninvoiced Receipt Report		
Sweep Report		
Outstanding Credit Report		
Wells Fargo Attachments		
Wells Fargo Unpaid Items		
Unpaid Payments		
Reissued Expired WellsOne Virtual Card Payments		
Voided & Reissued Wells Fargo ACH Returns Verification		
SNAP Report		

BIMONTHLY

REPORT NAME	COMPLETION DATE	INITIALS
Hold Report		
Routing Report		
Unprocessed Travel		
Unpaid Advances		
Partial Advances		
Unpaid Expense Reports		
Partial Paid Expense Reports		
Line Variances		
Inquiries Report		

Bimonthly reports are due on the 10th and 20th of each month.