

**Client Sample  
Lawson v8.1 Implementation  
Accounts Payable CRP Log**

Please fill this out after every script you have completed. Include comments and suggestions on the process and design of the module.

Script Number	Form ID	Description	Assigned To	Date Completed	Follow Up Actions	Comments
I.		TRANSACTIONS				
AP01		Add standard invoice (non-PO)				
AP02		Add standard invoice with AOC (S&H)				
AP03		Add a employee reimbursement/expense invoice				
AP04		Add standard invoice with distribution out of balance				
AP05		Delete direct entry invoices and reenter correct information				
AP06		Enter direct entry basic invoice with five lines of distribution				
AP07		Flag current invoice being processed to pay immediately				
AP08		Process a ONE-TIME vendor invoice				
AP09		Enter a credit memo				
AP10		Basic Invoice entry with a temporary holds code				
AP11		Invoice maintenance / change distribution account #				
AP12		Invoice maintenance / adjust payment schedule				
AP13		Invoice maintenance / cancel released invoice				
AP14		Assign hold to invoice in dispute				
II.		<b>REPORTS/CYCLES</b>				
AP20		Run an open payables report				
AP21		Complete the payment cycle				
AP30		Void a check and cancel an invoice				
AP31		Make a 1099 reportable income				

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		adjustment after invoice has been paid				
<b>III.</b>		<b>INQUIRY</b>				
AP33		Invoice search by vendor-invoice				
AP34		Invoice Search by Invoice Date				
AP35		To review vendor activity/ select by user field				
AP36		All Invoices Search on one vendor				
AP37		Review Vendor Activity				
AP38		Review Vendor Balances				
AP39		Create a hold payment report				
<b>IV.</b>		<b>CLOSING</b>				
AP40		Run a distribution closing report in a non update mode				
AP41		Run a distribution closing report in an update mode				
AP42		To complete a period end cycle				
AP43		To establish new vendor group period ending dates for a vendor group and transfer current year vendor balances to last year at the end of the fiscal year				
AP44		Print a report of all payments that make up a vendor's reportable income balance for a specified payment date range.				
AP45		Create 1099 reportable income forms for a reportable income group				
AP46		Create a 1099 reportable income tape for a reportable				

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		income group				
AP50		Complete a period end cycle				
AP51		Release Authority Code for payment				
<b>V.</b>		<b>REPORTS</b>				
AP71		Vendor Listing				
AP72		Vendor Account Balance				
AP73		Print a list of the unreleased invoices for a company				
AP74		Print a list of the released invoices for a vendor group, pay group, or invoice company				
AP75		Print a list of invoices or vendors on hold				
AP76		Print a report of all payments that make up a vendor's reportable income balance for a specified payment date range				
AP77		Print a report of aged trial balances a company, pay group, or vendor group to forecast cash requirement needs				
AP78		Print a report of the match status of historical invoices				
AP79		Print a list of all unmatched invoices for a particular company				
AP80		Print a report of manual and system-generated payments for a pay group				
AP81		Print a report of invoice transactions that make up your				

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		invoice accrual account balance as of the date you specify				
AP82		Print a report of the vendor payment history for a company, pay group, or vendor group				
AP83		Print a report of the historical invoice distributions processed by AP175 (Invoice Distribution Closing) for a company				
AP84		Create address labels for selected vendors				
AP85		Track and report invoice entry statistics, match statistics, and cancelled invoice statistics				
<b>VI.</b>		<b>MATCH TRANSACTIONS</b>				
MA01		Add standard invoice with PO # that balances				
MA02		Add standard invoice with PO # (invoice total lower than PO total)				
MA03		Add standard invoice with PO # (invoice total 3% higher than PO total)				
MA04		Add standard invoice with PO # (invoice total 10% higher than PO total)				
MA05		Add standard invoice with PO # (number of items lower than PO & receiving)				
MA06		Add standard invoice with PO # (Invoice item unit cost variance within Match Tolerance)				

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MA07		Add standard invoice with PO # (Invoice item unit cost variance over Match Tolerance)				
MA08		Add more matching invoices (using handout information for creating different invoice scenarios) for Auto Matching.				
MA09		View unmatched invoices and use detail match option button to attempt a match at the detail level, choose the Detail button to open Detail Level Match (MA60.3).				
MA10		View invoice messages by vendor for the Company/Authority Code you specify.				
MA11		Approve a match invoice when the receipt does not exist in the system.				
MA12		To write off or archive receipts.				
<b>VII.</b>		<b>MATCH JOBS/REPORTING</b>				
MA20		Run Unmatched Invoice Listing to print a list of all unmatched invoices for a particular company.				
MA21		Run Match Analysis Report to print a report of the match status of historical invoices.				
MA22		Run Unmatched Receipt Listing (MA231) to print a list of open receipts for a company.				

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title: