

Accounts Payable Checklist

April 2018

PRELIMINARY STEPS

- _____ Enter new vendors in **USASWeb/Vendors** as necessary
- _____ Request a W-9 if not provided
- _____ If the vendor should be reported to Ohio New Hire:
 - _____ Obtain completed New Hire Reporting Form if needed
 - _____ Flag the vendor as Reportable for New Hire reporting
 - _____ Enter the date payments will begin if known or leave blank to auto-calculate
 - _____ Enter number of months the contractor will be performing services
 - _____ Enter New Hire SSN/EIN or leave blank to use the 1099 ID
 - _____ Enter new hire birth date if know (this is optional)
- _____ Update the SSN/EIN flag for the new vendor in **USASCN/VENSCN**
- _____ Enter requisitions as needed in **USASWeb/Requisitions**
 - _____ Obtain copies of quotes as required by your board policy
- _____ Review/obtain requisition approval
 - _____ Run **REQDET** and compare to approved requisitions or **RAM Approval Email**
- _____ Convert approved requisitions to purchase orders using **MASCNV** or the Convert option of **USASWeb/Requisitions/Query**
- _____ Enter budget adjustments as necessary in **USASWeb/Accounts/Adds/Deducts**

CHECKRUN PROCESSING

- _____ Obtain approval for invoices
 - _____ Obtain board approval for invoices as required by your board policy
- _____ Match approved invoices with purchase orders
 - _____ If the invoice amount exceeds the purchase order, consult your board policy and/or treasurer
- _____ Obtain a signed Then & Now Certificate if the invoice date precedes the purchase order date
 - _____ Obtain board approval for Then & Now Certificates if the purchase is \$3000 or more per Ohio Revised Code 5705.41
- _____ Enter invoices in **USASWeb/AP Invoices**
 - _____ Click **Validate** after entering the invoice details
 - _____ Review/resolve/evaluate all warnings before posting; errors will prevent posting
 - _____ Post the invoice once validation is successful
- _____ Run **INVLST** for outstanding invoices and verify the report
 - _____ Verify invoice number, payment amount, account code, and vendor remittance address
 - _____ Make corrections in **USASWeb/AP Invoices** or **VERINV**
 - _____ Obtain an updated W9 if vendor information changed
 - _____ Rerun **INVLST** as needed
 - _____ Record All Funds Total from **INVLST** _____

Accounts Payable Procedure Manual Sample

Mark Steyvers



Accounts Payable Procedure Manual Sample:

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Table of Contents Accounts Payable Procedure Manual Sample

1. Understanding the eBook Accounts Payable Procedure Manual Sample
 - The Rise of Digital Reading Accounts Payable Procedure Manual Sample
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounts Payable Procedure Manual Sample
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Accounts Payable Procedure Manual Sample
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounts Payable Procedure Manual Sample
 - Personalized Recommendations
 - Accounts Payable Procedure Manual Sample User Reviews and Ratings
 - Accounts Payable Procedure Manual Sample and Bestseller Lists
5. Accessing Accounts Payable Procedure Manual Sample Free and Paid eBooks

- Accounts Payable Procedure Manual Sample Public Domain eBooks
 - Accounts Payable Procedure Manual Sample eBook Subscription Services
 - Accounts Payable Procedure Manual Sample Budget-Friendly Options
6. Navigating Accounts Payable Procedure Manual Sample eBook Formats
 - ePub, PDF, MOBI, and More
 - Accounts Payable Procedure Manual Sample Compatibility with Devices
 - Accounts Payable Procedure Manual Sample Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounts Payable Procedure Manual Sample
 - Highlighting and Note-Taking Accounts Payable Procedure Manual Sample
 - Interactive Elements Accounts Payable Procedure Manual Sample
 8. Staying Engaged with Accounts Payable Procedure Manual Sample
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounts Payable Procedure Manual Sample
 9. Balancing eBooks and Physical Books Accounts Payable Procedure Manual Sample
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounts Payable Procedure Manual Sample
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Accounts Payable Procedure Manual Sample
 - Setting Reading Goals Accounts Payable Procedure Manual Sample
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Accounts Payable Procedure Manual Sample
 - Fact-Checking eBook Content of Accounts Payable Procedure Manual Sample
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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