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/FEIN 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 REQUET 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
 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
Densurer
Obtain a signed Then & Now Certificate if the invoice date precedes the purchase order date
Obtain board approval for Then & New 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 Manual Sample

Anthony Tarantino

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