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
Easter 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
treasurer
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

Shasha Hu

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Table of Contents Accounts Payable Manual Sample

- 1. Understanding the eBook Accounts Payable Manual Sample
 - The Rise of Digital Reading Accounts Payable Manual Sample
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Accounts Payable 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 Manual Sample
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Accounts Payable Manual Sample
 - Personalized Recommendations
 - Accounts Payable Manual Sample User Reviews and Ratings

- Accounts Payable Manual Sample and Bestseller Lists
- 5. Accessing Accounts Payable Manual Sample Free and Paid eBooks
 - Accounts Payable Manual Sample Public Domain eBooks
 - Accounts Payable Manual Sample eBook Subscription Services
 - Accounts Payable Manual Sample Budget-Friendly Options
- 6. Navigating Accounts Payable Manual Sample eBook Formats
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 - Accounts Payable Manual Sample Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounts Payable Manual Sample
 - Highlighting and Note-Taking Accounts Payable Manual Sample
 - Interactive Elements Accounts Payable Manual Sample
- 8. Staying Engaged with Accounts Payable Manual Sample
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounts Payable Manual Sample
- 9. Balancing eBooks and Physical Books Accounts Payable Manual Sample
 - $\circ\,$ Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounts Payable Manual Sample
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Accounts Payable Manual Sample
 - Setting Reading Goals Accounts Payable Manual Sample
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Accounts Payable Manual Sample
 - Fact-Checking eBook Content of Accounts Payable Manual Sample
 - $\circ \ Distinguishing \ Credible \ Sources$

- 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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