

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 Procedures Manual Sample

Siddappa N.Byrareddy



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Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

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The New Accounts Payable Toolkit Christine H. Doxey, 2021-04-13 THE NEW ACCOUNTS PAYABLE TOOLKIT In The New Accounts Payable Toolkit accomplished entrepreneur consultant and finance expert Christine H Doxey delivers a unique and powerful approach to the accounts payable process and discusses the impact of the automation of the Procure to Pay P2P process The toolkit explores all aspects of the accounts payable process from the establishment of the contract and the purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You ll learn the key metrics and analytics needed for the accounts payable process This comprehensive toolkit provides the best practices tools and internal controls that can help safeguard your company s cash and other assets You ll obtain a variety of tools to create the foundation required for current internal controls and compliance to ensure that suppliers are correctly validated in the supplier master file to maintain regulatory compliance Avoid paying fraudulent or inaccurate invoices and avoid paying a supplier s invoice more than once Be certain that all supplier invoices are properly accounted for to ensure an accurate fiscal close Finally stay up to date with all current and coming trends in the accounts payable process including eInvoicing ePayment Robotic Process Automation RPA Artificial Intelligence AI Machine Learning and eAccounting The New Accounts Payable Toolkit provides guidance for the implementation of AP automation solutions that can streamline and modernize your own systems and processes to take advantage of new digital developments Perfect for controllers chief financial officers and finance managers The New Accounts Payable Toolkit will also earn a place in the libraries of students and professionals who seek to better understand the components of an optimal accounts payable

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managers and controllers The New Accounts Payable Toolkit is an invaluable guide to modernizing and optimizing your own company's accounts payable processes and systems

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major characters from hamlet appear as ghosts in this sequel references

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web fortinbras is a character in william shakespeare s tragedy hamlet he is the prince of norway fortinbras s father was killed by hamlet s father fortinbras has a very brief yet notable role in the play as he arrives at the very end he comes in as hamlet is dying from the poison his stab wound hamlet dies as fortinbras enters the room leaving horatio

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