

# 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

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