

# 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

**AICPA**



## **Accounts Payable Procedure Manual Sample:**

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streamlined by the more than 150 sample policies and forms included both in this book and on the accompanying web site offering downloadable and customizable versions of those forms Major topics include internal financial statement forms a chart of accounts and accounting and financial policies and procedures manual a glossary and a full index *Model Accounting and Financial Policies & Procedures Handbook for Not-for-profit Organizations* Edward J. McMillan,1999

*Federal Register* ,1988-04-26 **Automated Accounting Systems and Procedures Handbook** Douglas A.

Potter,1991-07-03 Automated accounting systems are responsible for the movement of billions of dollars every day Describes the most advanced accounting systems related support technologies and procedures in use today and explains how they work using non technical terms and definitions Numerous charts tables and examples prove extremely helpful To accommodate small business needs it provides a practical look at automation demonstrating features generally automated in large corporations and explains how they may be used in different ways or not used at all by smaller companies **Audit**

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