



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 **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 _____



Run **CKPROC**

- _____ Run once for regular check processing and printing
 - _____ Record Beginning check number _____
 - _____ Record Starting check number for next run _____
 - _____ Confirm Total Cash Spent matches your final INVLST Total above
- _____ Transfer **CKPROC_CHK.DAT** to the desired folder on your computer
- _____ If your district uses **EVAS**, upload CKPROC_CHK.DAT into EVAS
 - _____ Confirm that EVAS amount matches final INVLST Total and Cash Spent above
 - _____ Review and address warnings before mailing checks
 - _____ If you receive a duplicate invoice warning, verify that it truly is a duplicate and void the check using **VOIDCK**
- _____ Print checks using **Edge**
 - _____ Confirm that the Edge amount matches final INVLST Total above (Note: this includes the amount of any check(s) you may have voided since the print file was created first)
 - _____ If you voided any check(s) above, they will still be printed. Destroy the printed copy and consider requesting a stop payment from your bank.
- _____ Upload a **Positive Pay** file to your bank if your district has this setup with your bank
 - _____ Run **AUTOREC/EXTRACT** to create the file unless created by **Edge**
- _____ Run **CKPROC** again for Memo check processing if needed
- _____ File documentation and/or update your third party content manager software as applicable

AFTER EACH CHECKRUN

Run **VENHIRE/VHREPORT**

- _____ Run in **P** (projection), verify report
 - _____ Correct all errors in **USASWeb/Vendors**
 - _____ If a vendor is not included that should be, verify that all New Hire Reporting fields are completed correctly on the vendor in **USASWeb/Vendors**
 - _____ If a vendor is setup correctly but has not yet been paid \$2500.00 this calendar year, and you want to report the vendor now, enter the specific vendor number when running VHREPORT to override
- _____ Run in **A** (actual), verify and submit report
- _____ Enter purchased items in **EIS** or your third party inventory software per your board policy
- _____ Review **REQDET** and clean up requisitions (i.e. delete requisitions that were denied and are no longer needed)
- _____ Review **PODETL** and close/cancel purchase orders that are no longer needed

MONTH END PROCESSING

- _____ Reconcile USAS checks using **RCNCLE** or **AUTOREC/RECONCILE***
- _____ Void and reissue outstanding checks as necessary



ANNUAL

Calendar Year End

- _____ Review vendors for 1099s
 - _____ Run **TINMATCH** to verify vendor TIN Type
 - _____ Make corrections in **USASCN/VENSCN**
 - _____ Run **VENSSN** Options 4, 5, and 6 and verify for accuracy
 - _____ Make corrections in **USASWeb/Vendors**
- _____ Run **VENHIRE/VHRESET** to reset vendors flagged as Reported to Reportable*

Fiscal Year End

- _____ Review **REQDET** and clean up requisitions
 - _____ Convert all requisitions that should be purchase orders in the current fiscal year
 - _____ Delete requisitions that were denied and are no longer needed
 - _____ Verify skipped requisitions in **RAM**
- _____ Review **PODETL** and close all possible open purchase orders
- _____ Review **CHEKPY** and void or void and reissue outstanding checks as necessary
 - _____ File voided checks with the Ohio Division of Unclaimed Funds as applicable
- _____ Enter future requisitions as necessary
 - _____ Run **MASCNV** using Requested PO Date to convert into future purchase orders
 - _____ Once in next fiscal year, run **AUTOPOST/FUTPO** to post batch file
- _____ Review **EIS** or your third party inventory software to ensure all purchased items have been entered per your board policy
 - _____ Run **BUDLED** for object 6** and review purchases made this year
 - _____ Check board minutes to ensure all donated items have been added
 - _____ Check board minutes to ensure all disposed items have been removed

**Note:* This may be performed by another member of your office; it should only be done once.