

ACCOUNTS PAYABLE CHECKLIST

The password to enter **Option 750. Financials** is 750 unless it has been changed by your Administrator.

Add a New Vendor using 750/100/101/111 (If necessary)

- ___ 1. Find next vendor number from list. (Place cursor in vendor field and hit "Add")
- ___ 2. Complete all required **PINK** fields and any other information you can.

Enter invoices into the system using 750/100/102/121.

- ___ 1. Enter Invoices (need Vendor and Invoice numbers)
- ___ 2. Run a MANUAL Total of all invoices entered.
- ___ 3. Run an "AP Edit" list using 100/102/122 ("print" and view in Option 999)
Note: The balance on the Edit list should balance to the Total from #2.
- ___ 4. Finalize AP invoicing using 100/102/124 ("print" =F6)

Process a Check Run:

- ___ 1. Be sure all invoices are Finalized.
- ___ 2. Choose your payment type in 100/103
Note: Payment by due date or manual check are most common.
- ___ 3. To pay by due date, select an ending date for due dates on invoices entered (ex 1 week out)
- ___ 4. Select Vendors for Payment; Select Invoices for Payment
Use F9 for all items or input 1 on specific line items. "Exit"
- ___ 5. Select your "Check Ready" printer or email (Option 999)
- ___ 6. Verify next check number.
- ___ 7. Print Pending Check Numbers using 103/136. VERIFY CHECK NUMBER and DATE
- ___ 8. Insert checks into appropriate printer.
- ___ 9. Print Checks using 103/137. MUST ENTER MONTH and YEAR
- ___ 10. Release checks "on-hold" in printer spool file (wrkoutq INSERT YOUR PRINTER CODE HERE)

Manual Finish:

- ___ 1. Match checks to vendor detail, sign detach second stub, and mail.
- ___ 2. Stamp check stub with PAID and DATE and file in physical Vendor file
- ___ 3. Record daily check register totals and cash paid
- ___ 4. File paid invoices.

Record Manual Checks:

- ___ 1. Use Option 103/133 to prepare manual checks.
- ___ 2. Code and Enter Invoices
- ___ 3. Verify check number.
- ___ 4. Follow **Manual Finish** above.