

## Accounts Payable Helpful Hints

### VENDOR SELECTION

Make sure the vendor is set up in the AS400 *before* you start your batch.

Contact the business office to set up a vendor or change an address. **You will need a signed W-9 form, phone number, address and federal identification number for the vendor (or social security number for an individual).** A blank W-9 form is available on the WCS website under Departments → Business Services → Accounts Payable.

### ORDERING AND PROCESSING PAYMENTS

Known as the three way match:

- Place an order – make sure funds are available
- A packing slip with a clear signature, that is dated, and indicating all items have been received.
- An invoice with an authorizing signature and the ASN to process the payment.

### GENERAL BATCH INFO

A batch remains open to enter more than one check request until you POST the batch.

**To enter another invoice into your batch once the entry screen has been cancelled use the invoice entry screen**

- **Re-enter your open batch id**      **ie. CB65160**
- **Enter the due date**                **ie. 061414**
- **Enter the default bank**            **ie. 120**

**Always** check your edit listing before updating or posting your batch. ♥ LOVE YOUR EDIT LIST! ♥

Write the batch number on the top of **each** invoice you enter in the check request for future reference.

Make sure to send the edit CD0130, cash disbursements CD0140, and cash disbursements due to due from CD0141B (if generated) as an attachment to the accounts payable email: [accountspayable@wcskids.net](mailto:accountspayable@wcskids.net)

Use the description line to identify your school if there is not an invoice or attachment which identifies your location.

Use the actual description of items purchased, not just 'school supplies' or 'office supplies'.  
EXAMPLE: File folders, pens, etc. or Pencils for students

### CHECKS TO BE PICKED UP OR DELIVERED TO YOUR BUILDING

If you need a check to be returned to your building rather than mailed directly to the vendor, **you must put a “Y” in the “separate check” field when entering the invoice. Indicate that you need the check back and why on your email** when submitting the Edit Report and Cash Disbursement Report to A/P. **We will need a receipt from the vendor proving that they have received the payment.** Forward the receipt to Accounts Payable and note the check number on it.

### CHECK DISBURSEMENT SCHEDULE AND GUIDELINES

The Check Disbursement Schedule with batch numbers is posted on the website:  
Departments → Business Services → Accounts Payable → under the heading “Invoice Batch Processing”

Use the proper check run batch number when entering invoices. Contact Accounts Payable if you have questions.

Make sure you have the proper authorization on all invoices entered for payment

## PURCHASE ORDERS

**Disbursements over \$500 are not allowed.** Any purchase over \$500 (including internal accounts) must have a purchase order. Payment on purchase orders will be processed by the accounts payable department.

Invoices on a purchase order must be sent to A/P for payment. Forward a copy of any attachments for purchase orders to accounts payable.

## TITLE I PURCHASES

**Title I funds should NOT be processed on a credit card or through invoice batch processing. These transactions *must* be approved by the State and Federal Grant Programs office.**