

ACCOUNTS PAYABLE CHECKLIST/INSTRUCTION SHEET

- I. **DASHBOARD REPORTS**—(Go to Lawson)—PISD Dashboard-Schools/Department-Procurement
- A. **Purchase Order Invoices, Receiver Needed**—Lists invoices that need a receiver (see handout)
 - 1. Run report at least twice a week
 - 2. Contact Accounts Payable for any older invoices that remain on this report so we can Work together on clearing them.
 - B. **Unmatched PO Receivers**-Lists open receivers
 - 1. Run at least weekly
 - 2. Contact Accounts Payable to see if an invocie is needed for older receivers
 - 3. Adjust receivers as needed
- II. **PO30 – Receiving**
- A. If invoice is okay to pay, enter receivers in a timely manner
- III. **Receiver Adjustments** (PO30) see attached instructions
Enter a receiver adjustment when: the receiver does not match invoice
- IV. **Purchase/Blanket Orders**—See attached instructions
- A. Purchase orders need to have a receiver for each invoice
 - B. Shipping should be included in your quotes, if applicable
 - C. Cancel remaining when order is complete
- V. **Invoices**
- A. All invoices (including the invoices with your location address) should be sent to Accounts Payable
 - B. We do not pay from statements, packing lists, quotes, pro-forma invoices, etc.
- VI. **Credits**
- A. Forward all credits to Accounts Payable to be entered into Lawson.
 - B. Please include the budget code as originally charged
 - B. Request credits from the vendor as needed and forward to Accounts Payable
 - C. No gift cards are accepted in lieu of credits.
- VII. ALL-- **DELL NON-STANDARD PO'S--**
GO DIRECTLY TO VANESSA ZAMBRANA (only) in Technology Services
Located Now in The Orozco Building