SOP Reference #: SOP-AC001

Operation/Task:	Accounts Payable Check Runs				Equipment:	N/A	
Owner:	Controller		Date Prepared: Revision History:	6/12/15 See last page	Department Responsibilities:		

ALERTS (see below):   Critical Step ◆   Quality Check ☑️   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for accounts payable check runs.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	• Run a detailed aging report by vendor name. • Staff Accountant or AP Processor goes through priority file to determine which invoices have to be paid that week. • On detailed aging report Staff Accountant or AP Processor highlight chosen priority invoices and other vendors to pay that week. • In the Check Entry Module the Staff Accountant or AP Processor select the highlighted invoices. • The Staff Accountant or AP Processor run an edit report and verify that all highlighted invoices have been selected. • The checks are printed through Staff Accountant's computer and printer. • After checks are printed, Staff Accountant or AP Processor post the batch of checks. The checks are run through the accounting department copier. The check copy is attached to the invoices selected for payment. • The check register goes to the CFO and Controller for their approval. They must sign off on the check register. If either the CFO or Controller is not available to sign off on the check register, the staff Accountant will have President/CEO sign off. • Once an approved check register has been given back to the Staff Accountant, the Staff Accountant files the register.		

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format		6/12/15
Rev 2	Change the owner of the SOP to Controller	Ryan Olson	1/07/16
Rev 3	Removed header page, updated gray header bar, changed font	Cristi Oakvik	3/31/21

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Rev. Date 4/20