






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

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for accounts payable invoicing.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Invoicing Preparation Process Filing and Matching	<ul style="list-style-type: none"><li>• File purchase orders and packing slips from receiving.</li><li>• Match invoices to purchase orders and packing slips/receipts.</li><li>• If there are invoices with no PO# determine which Dept. it belongs to.</li></ul>	

[illegible]

4		<b>Accounts Payable Invoicing Wrap up Procedure (Brooklyn Park)</b>  <b>Accounts Payable Invoicing Wrap up Procedure (St. Paul)</b>	<ul style="list-style-type: none"> <li>Invoices that have to be paid sooner than 30 days are placed in Staff Accountant's priority file.</li> <li>Log report totals into control spreadsheet in Excel.</li> </ul>	
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**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