

## Suggested Payables Paper Flow Procedures

**Initial Contact with a New Vendor** -Give them a Vendor Information Packet which includes:

- Blank Vendor Information Form for them to fill out and return  
[Vendors and Payables Management->Continue->'Vendor Forms' on toolbar->'Blank Info Form'](#)
- Information sheet with scheduled pay dates and other policies of your company
- W-9 Form required by the IRS
- Worker's Comp form required by your state

### Set Up New Vendor-

- Create a hanging file for the Vendor. Insert two manila folders in the hanging file:
  - 1) Vendor name - Information and Contracts
  - 2) Vendor name - Paid Invoices
- Set Up New Vendor In CHS (Using Information from their Blank Vendor Information Form)  
[Vendors and Payables Management->Continue->'Add New Vendor' button](#)
- Post a note about any missing information in the 'Vendor Notes' field on the Vendor setup window. Then use the button to 'Copy the Notes to Activities That Will Pop Up During Data Entry'.
- Mark the Vendor Information Form as posted, and insert it in the Vendor's manila "Information and Contracts" folder
- File the Vendor's hanging folder (with 2 manila folder inserts) alphabetically by Vendor (in the Vendor Files)

### Invoices Received From A Vendor

- Have trained personnel mark the invoices with Job and Cost Codes (use red pen), if needed.
- File the unposted invoices in a file labeled "Unposted Invoices". If time permits, sort these invoices alphabetically by Vendor. An expanding type of folder with A-Z tabs can help. Keep this file in the office of the person who will be posting the invoices.

### Posting the Unpaid Invoices

- Take out the "Unposted Invoices" file and post them following the Help Documents about posting Vendor Bills.If you receive a pop up message about something needed from the Vendor, attach a sticky note to the invoice.
- When an invoice causes an alert message that the cost has gone over a job's Budget or Vendor PO's, print the alerts. Highlight the overage information on the printouts and attach them to the top of the invoice.
- Mark the invoice as posted (red ink). (Suggestion: Use the letter "P") Sort the Posted Invoices alphabetically by Vendor and store them in an alpha expanding file (labeled "Posted Invoices To Be Paid") to await payment. The file should be kept in the office of the person who will be processing the payments.

### Approving Invoices for Payment

- Print the appropriate 'UNPAID' or 'Variance Cost Approval' reports to route to the person that will authorize invoices for payment. (See Help Documents about Approving Vendor Bills.) Have the person authorizing payment initial the unpaid invoices on the reports.

## Suggested Payables Paper Flow Procedures - continued

- After the invoices are approved or disapproved on the appropriate reports, separate out the Unapproved invoices. Post any necessary adjustments or deletions (based on your policies).

### **Paying the Invoices**

- Select and pay the bills following the directions in the Help Documents about 'Selecting Invoices To Pay' AND about 'Printing Vendor Checks'.

- After the checks are printed, print a list of the printed checks. (See Help documents about 'Lists of Checks'.)

- Write the total of the checks on the most recent Cash Activity printout in the appropriate Cash Notebook (as described in the paper flow procedures for Cash Management). Deduct the total of the checks from the cash balance on the Cash Cash Activity Report.

Example: Checks #'s 2406-2435 (-35,451.25)

- File the list of checks in the "Lists of Checks" section of the Cash Notebook. Check that the beginning check number on the list is the next one after the ending check number on the previous list of checks in the Cash Notebook.

- Print Waivers of Lien - [WL in Index field on Navigation/Home window](#)

Print the Waivers for the range of checks printed. Attach the Waivers to the checks.

Post the return of the Waivers to the Waivers Tracking window.

- Tear one stub off of each check. Pull the appropriate invoices out of the alpha file labeled "Posted Invoices to Be Paid". Staple the check stubs to the appropriate invoices.

- If there are any sticky notes attached to the invoices, take them off and attach them to the appropriate check, if appropriate.

- File the Paid Invoices with the check stubs attached in the appropriate alphabetical Vendor Files. File the invoices to the front so that the most recent invoices for the vendor are on top.

- Mail or distribute the checks and Waivers of Liens to the Vendors.