FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

PROCEDURES FOR PROCESSING ACCOUNTS PAYABLE CHECKS

* Accounts payables are received via mail, email, check requisitions and book orders. They are processed thru the appropriate departments and delivered to the Business office.
* The Business Services Specialist batches incoming services/supplies invoices. Library material invoices are imported from the Acquisitions Module on a weekly basis (see Procedures for Workflows Imports) Invoices are processed for payment monthly. The on-line payroll company invoices are entered as a cash disbursement after each payroll. The on-line payroll company is a direct debit vendor. The monthly payment to IMRF is also entered as a cash disbursement as IMRF is also a direct debit vendor.
* The Business Office matches invoices with purchase orders, packing slips which show date received and verification of receipt of product, and all other documentation previously received by the Business Office relative to the particular invoice.
* Invoices are stamped with an accounts payable stamp which includes rec’d, vendor number, account numbers, check number, date of check, and ok to pay. Once stamped and filled out by the Business Services Specialist, the invoices are given to an Assistant Director or the Director for approval.
* An Assistant Director or the Director reviews and approves payment of the invoices by initialing the dollar amount in the “ok to pay” section and returns the batch to the Business Services Specialist for input.
* The approved invoices are input into the financial software. The Business Office uses Abila MIP.
* After all invoices are entered, an unposted API report is generated. The invoices are reconciled against the report before the invoices are posted prior to printing checks.
* Check stock is kept in a locked cabinet in the Assistant Director of Support Services’ office until printing.

* The Business Services Specialist prints the checks and attaches each to its backup documentation. The checks are generally printed the day of the Monthly Board of Trustees Meeting. The Board Treasurer signs the checks in the business office prior to the meeting.
* The Board Treasurer reviews and signs the batch of checks, reconciling them against a copy of the Check/Voucher Register-Positive Pay Check Register for the particular date. He signs the Check/Voucher Register-Positive Pay Check Register Report after signing all the checks. Once done, he gives everything to the Executive Assistant for processing.
* The Business Services Specialist prepares the Positive Pay Report on the Treasury Software website (see Positive Pay Direction) and emails the report as an attachment to the First American Bank Positive Pay Department.
* The Executive Assistant detaches the bottom check stub and attaches it to its corresponding documentation. She places the checks and any payment stubs into their respective envelopes.
* Once the Executive Assistant is told by the Business Services Specialist that the Positive Pay set-up has been verified and loaded by the Bank, the Executive Assistant puts the envelopes in the outgoing mail or delivers the checks to the appropriate staff.
* The Executive Assistant returns the Check/Voucher Register-Positive Pay Check Register Report and the check stubs stapled to the invoices and associated documentation to the Business Services Specialist.
* The Business Services Specialist files the check stubs by vendor in the vendor filing cabinet in the Administration Conference Room. The Check/Voucher Register-Positive Pay Check Register Report is placed in the black financial binder in the section for the appropriate month.
* The monthly Check/Voucher Register - AP & Payroll Complete Report is presented for approval at the next scheduled board meeting.