ULSTER COUNTY OFFICE OF THE COMPTROLLER

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Comptroller's Checklist for Accounts Payable Processing

☐ **1. Do you have an actual invoice?**
Statements, estimates, POs, or acknowledgments are not accepted in place of an invoice.

☐ **2. Have the goods or services been received/rendered?**
If yes, sign and date the invoice or packing slip as acknowledgment or add a note in New World.

☐ **3. Does the supporting documentation tell the full story?**
If not, attach email correspondence or leave a note in New World.

☐ **4. Is the payment being made to the correct vendor?**
There are many vendors in New World, some with similar/same names. If you are unsure which one you should pay, confirm the vendor's EIN number and match it to one in New World. If it is not in New World, the vendor will need to be set up. Please contact vendor.purchasing@ulstercountyny.gov for the forms that are required for setup.

☐ **5. Does the invoice number match exactly what's on the document?**
Use as many characters as the field allows (16-character max).
If not provided, follow the Assigning Invoice Numbers memo attached and remain consistent.

☐ **6. Does the invoice date entered in New World match the date on the document?**
If not provided, use the date the invoice was received.

☐ **7. Does the remittance address match the address on the invoice?**
Select the correct address from the dropdown in New World.
If needed, contact vendor.purchasing@ulstercountyny.gov to update the vendor profile.

☐ **8. Does the G/L date align with when goods or services were received/rendered?**
Example A: Ordered in 2024, received in 2025 → Use 2025 G/L date.
Example B: Services span 2024 & 2025 → Separate into two batches (2024 and 2025 G/L dates) and use "A" and "B" after invoice number.
Example C: Entering 2024 expense in 2025 → Backdate batch to 12/31/2024 and use 2024 G/L date.

☐ **9. Do the line items match the total invoice amount?**
Confirm no line items are missing and totals match.

☐ **10. Is the paying bank set to "Disbursement – Disbursement BOGC"?**
Most departments will use this account.

☐ **11. Do you need a separate check cut?**
Contact the Comptroller's Office (Nancy Derella or Ashton Rodman) for a check code. Enter the code in the "Check Code" field in New World.

☐ **12. Are the G/L accounts selected accurately and properly funded?**
Ensure purchases/services align with the selected G/L account.
Confirm sufficient funds are available.

☐ **13. Is there a Purchase Order for this invoice?**
Select the PO during invoice entry.

☐ **14. Should this invoice be associated with a Contract?**
If you are unsure, look under vendor inquiry and then contracts to determine if there is an active contract for the services performed on the invoice you are entering

☐ **15. Does the check need to be picked up or include mailed documentation?**
Contact the Finance Department for arrangements.

☐ **16. Have you validated the batch before approval?**
Review for potential errors before submission.

☐ **17. Is the description field for both invoice and item fields complete and sufficiently descriptive?**
Ensure both fields contain clear and complete descriptions.

☐ **18. Have you uploaded a full and legible scan of the invoice?**Retain physical copies until payment is made.
Keep all backup documentation to **ONE** scan.

☐ **19. Is this a negative batch?**
Do not enter a batch total.
Ensure positive invoices offset negative ones for the same vendor.

☐ **20. Are you paying current charges only?**
Verify past due balances are accurate and reconciled.
Contact the vendor if clarification is needed.

☐ **21. Are you submitting a batch for a credit card payment?**Submit only one credit card statement per batch.
Do not include other invoices in the same batch.

☐ **22. Are there special requests for Finance for when the check is cut?**
For example, department/vendor pick up.
Submit all special requests to Finance.
Submit these invoices in their own batch.

☐ **23. Is the invoice count 10 or less in your batch?**
This cap is applicable even if all invoices are for the same vendor.

Disclaimer: *This document is intended to serve as a general guideline only. While it outlines typical requirements and procedures, individual cases may vary. Additional information or documentation may be requested at the discretion of the auditor based on specific circumstances. This guideline does not guarantee approval of any invoice.*

<u>General Rules for Invoice Numbers</u>

1. **If there is an invoice number on the invoice, use it exactly as it appears.**
    - Example: If there are leading zeros, include the zeros.

2. **If no invoice number is given:**
    - If the vendor is not on the list, use the following format:
      Department Abbreviation + space + six-digit invoice date (MMDDYY)
        - Example: UCAT 042613
    - If there is no invoice date, use the date the claim was signed by the department head.
    - If the claim is for an individual (e.g., consultant or therapist), use the individual's initials followed by the date the claimant's certification was signed.

3. **If in doubt, check the vendor inquiry to see what was previously used as the invoice number.**