



Accounting
Other Invoices Not in HH2

PM 5.101
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Purpose:

To identify invoices that are processed for payment outside of the HH2 Document Flow process. Payment to these vendors is made the same as other A/P checks are processed.

Procedure:

- 1) Identify the vendor type
 - A) Utilities (temporary electric, temporary water, internet, etc.)
 - B) Benefits premiums
 - C) Insurance premiums (General Liability, Workers Comp., Umbrella, Auto, Bonds, etc.)
 - D) IT support
 - E) Marketing fees
 - F) Membership dues
 - G) Software fees/renewals (Procore, Sage, HH2, etc.)
 - H) Rental invoices for apartment(s), job site parking, etc.
 - I) Miscellaneous invoices not in any other A/P category
- 2) Obtain documentation and approval for payment
 - A) Invoices
 - B) Authorization from purchaser
 - C) Necessary information for posting to correct project or GL account.
- 3) Post invoices
 - A) Go to accounts payable module
 - B) Go to Tasks -> Enter Invoices
 - i) Select Default for batch number
 - ii) Enter your name and A/P invoices for description
 - iii) Date prefills to current date (confirm)
 - iv) Click Okay
 - C) Enter each invoice in the current batch
 - D) Click save and print to file once all invoices have been entered
 - E) Save to printouts in A/P folder
 - F) Review the A/P Enter Invoices Journal
 - i) Confirm no entries are rejected
 - ii) Confirm GL entry is correct
- 4) Select invoices for payment according to SOP procedures
- 5) Process payment according to SOP procedures