Purpose:

The purpose of this Standard Operation Procedure is to identify vendors that are paid online electronically and the provide the steps of the payment process.

Procedure:

1) Identify the vendor to be paid online
    A) Apartment, jobsite parking, etc…rental invoices
    B) Lowes and Home Depot
    C) Verizon
    D) Comcast
    E) Comdata/Corepay

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) Enter and 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 invoice 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 invoice 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) Online Payment
    A) Go to the appropriate vendor website
    B) Select invoices to pay online on their website
    C) Enter the Crain Construction bank account information
        i) Fill in other requested information to complete the online payment process
        ii) Review the transaction
        iii) Authorize and/or approve the transaction
        iv) Print a copy of the confirmation number

5) Documenting Payment in SAGE 300
    A) Select invoices for payment for the vendor in SAGE 300 according to SOP procedures
    B) Process payment according to SOP procedures

      i)   Do not use Crain Construction checks to print the check in this process
      ii)   Print the vendor check on plain copy paper (This is for posting purposes only)
C) Attach supporting documentation to vendor invoice or statement
      i)   Invoices Selected for Payment Report
      ii)   Paper check
      iii) Confirmation number
      iv) Accounts Payable Check Report
D) Create an Invoices Paid folder for the payment date and file paid invoice and supporting documentation