

COMPTROLLER'S OFFICE - CITY OF NEWTON,
MASSACHUSETTS

BATCH ACCOUNTS PAYABLE CHECKLIST

City Bills:

- Ensure that the batch is entered in the current year and period.
- The **due date** will either be the **same as the entered date** or if the invoice is subject to a discount, the last date the discount will be honored.
- If using an encumbrance, make sure the vendor name and address on the encumbrance matches the invoice exactly. If it doesn't, the encumbrance needs to be liquidated and the invoice paid non-encumbrance with the correct vendor number and address, since there may be more than one vendor number/address for a particular vendor.
- Make sure the "remit to" address on the invoice matches the "remit to" address on the vendor profile in FinancePlus for the vendor number that's being used. Again, there may be more than one vendor number for a particular vendor.
- Tracking of payments are based on vendor number/invoice number, therefore, every invoice number must be unique, otherwise FinancePlus will reject it.
- Invoices should not be processed for payment unless there is verification that the product/service has been received. Whoever has actually received the product/goods should verify receipt of same by initialing the invoice and attaching the packing slip to the invoice.
- An invoice should never be altered, must be an original, and must be stamped and signed by the accounts payable clerk and department head. If any corrections/adjustments need to be made to an invoice, make a note of it on the invoice and initial the notations.
- Payments will not be made on statements.
- There is an option to change the 1099 status of a vendor, however, please do not make any changes without first contacting the Comptroller's Office.
- With the exception of the utility bills, the single check box is "N", unless requesting a single check for certain payments.

- Make sure the correct budget code/account is being charged and that there are funds available in that budget/account line item.
- When using a purchase order, the amount can exceed up to 25%, not including shipping charges.
- When paying on a contract, make sure that the contract is valid and that there are funds available in the contract.
- The amounts entered on the batch must equal the amounts listed on the invoices.
- The **total** amount entered on the batch must equal the amount on the signed Header Sheet.

Additional Instructions for Utility Bills:

- Due to a numerous number of problems when checks for the utilities are combined, the single check box is “Y”, unless one bill is charged to more than one account. Then the single check box is “N”. However, this can only occur once per vendor number, per warrant, not batch.
- If there isn’t an invoice number, then use the following procedure:
 - National Grid: drop the first 5 digits of the account number and add the month/year of the bill ie. 50876-12345 would read 12345-0113. The date is determined by the ending date of the period.
 - NStar: drop the first 4 digits of the account number and add the month/year of the bill. i.e. 2630 467 1006 would read 4671006-0113
 - Verizon: The account number will contain the area code, telephone number and customer code. Use the telephone number (w/out the area code) along with the month/year of of the bill ie, 617-796-1000 0015 would read 7961000-0113.
 - Nextel: use the invoice number, but leave out the dash.
- For all utility bills, supply the entire account number in the description field.