NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS

POLICY TITLE: Accounts Payable **PAGE** 1 of 1
MANUAL: Administrative **SECTION**: Finance
ORIGINAL EFFECTIVE DATE: 8/9/95 **BOARD APPROVAL DATE:** 10/24/13
REVIEWED/REVISED ON DATE: 5/30/18 **CURRENT EFFECTIVE DATE:** 7/1/18
REVISIONS TO POLICY STATEMENT: ☐ **YES** ☒ **NO** **OTHER REVISIONS:** ☐ **YES** ☒ **NO**

APPLIES TO:
For Finance Specialist/Finance Department.

POLICY:
It is the policy of Northpointe Behavioral Healthcare Systems that all invoices be processed and paid on a timely basis.

PURPOSE:
To establish the policies and procedures for processing accounts payable invoices.

PROCEDURES:

1. Invoices mailed to Northpointe BHS sites are opened and date stamped. All invoices are routed to the Finance Specialist/Finance Department.

2. Invoices should be verified to packing slips and purchase requests.

3. The majority of invoices are scanned into the computer using the PaperSave program. PaperSave has a coding stamp attached that is required to be filled in. The amounts are verified and General Ledger accounts added. When the coding is complete, the invoices are routed electronically to the CFO for approval prior to payment.

   The invoices that have too many attachments or are reoccurring are processed manually with a coding stamp. The amounts are verified and General Ledger accounts added. When coding is complete, the invoices are routed to the Chief Financial Officer for approval prior to payment.

4. Once the Chief Financial Officer has reviewed the invoices, the invoices are entered by batches into the accounts payable computer system for future payment. A voucher number is automatically assigned to each invoice by the computer system. The PaperSave program attaches the scanned document to the transaction containing the voucher number. The voucher number is written on the manual invoices. The number of transactions and batch totals are verified between the control totals and actual totals on the Payables Batch Entry Screen. Vendor names are verified for accuracy. Invoices are posted. A Payables Transaction Posting Journal and a General Posting Journal are printed and filed in Payables Management and General Ledger files respectively.