



Accounts Payable Orientation

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
1.) Understanding of New Vendor set up procedures	CFO, Director of Finance, Accounts Payable Policy and Procedure			
2.) How to voucher and code vendor invoices	CFO, Director of Finance, Accounts Payable Policy and Procedure			
3.) Understanding of invoice approval and submission process.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
4.) How to batch and total invoices.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
5.) Understanding of Hot Check requests and processing.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
6.) Understanding of A/P Accrual process.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
7.) Understanding of Capital Requisition process and approvals.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
8.) How to use purchase orders.	CFO, Director of Finance, Accounts Payable Policy and Procedure			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
9.) How to maintain and administer facility petty cash funds.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
10.) How to reconcile vendor statements.	CFO, Dir of Finance, Accounts Payable Policy and Procedure			
11.) Maintain facility accounts payable files.	CFO, Dir of Finance, Accounts Payable Policy and Procedure			
12.) Understanding of A/P reports generated by home office accounting system.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
13.) How to process and calculate Sales and Use Taxes, Provider Taxes, and local jurisdiction fees and taxes.	CFO, Director of Finance, Accounts Payable Policy and Procedure			
14.) Understand how to interpret facility financial statements as they relate to accounts payable source journal.	CFO, Director of Finance			
15.) Job Description	Human Resources			