

## INVOICE PROCESSING CHECKLIST

1. Field Office receives the invoice.
2. Staff person locates the authorized service on VR FACES and enters the payment information from the invoice.
3. Prior to approval, the staff person needs to ensure the correct invoice date and number are entered into VR FACES.
4. Prior to approval, the staff person needs to verify the amount paid does not exceed the established fee found in SW95 or the billing manual.
5. When statements are going to be used for payment, the staff person must ensure that all invoices relating to the statement are attached.
6. Prior to approval, the staff person needs to make sure the correct fund source is selected.
7. Prior to approval, the staff person needs to make sure the correct vendor is selected paying special attention to the remit address as there may be several locations for any given vendor. You can look vendors up by name or employer identification number. Please double and triple check the list prior to adding a new vendor. When adding a new vendor or making changes to existing vendors a W-9 form must be completed by the vendor and forwarded to the state office in Pierre.
8. Prior to approval, the staff person needs to verify the dates of service on the invoice fall within the authorization dates.
9. Prior to approval, the staff person needs to ensure the payment has not been previously made.
10. After the invoice has been entered correctly, it must be VR APPROVED by either the support staff person or the counselor.
11. After field office approval, the original invoice and a copy must be sent to the state office in Pierre for FISCAL APPROVAL. Any W-9 forms being sent in must be attached to the corresponding invoice.
12. The staff person in the central office in Pierre will verify that the invoice has been entered correctly prior to FISCAL APPROVAL. If there is incorrect information the invoice will be returned to the field office and will cause a delay in payment.
13. FISCAL APPROVAL is completed.
14. FINAL NOTE: Please remember that if all steps are followed correctly prompt payment will be made.