

Accounting Department (AP) 2nd Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Shadowed Invoice Process	
Vendor emails	
Reviewing all attachments and renaming/adding PDFs in system	
Example #1:	
Example #2:	
Example #3:	
Coding correct information to receipt	
Example #1:	
Example #2:	
Example #3:	
Assigning Reviewers to invoices	
Example #1:	
Example #2:	
Example #3:	
Run and email weekly missing receipt report	
Handling rejected transactions	
Shadowed Credit Cards	
Transactions imported daily from vendor	
Reviewing all attachments and renaming/adding PDFs in system	
Example #1:	
Example #2:	
Example #3:	
Coding correct information to receipt	
Example #1:	
Example #2:	
Example #3:	

Assigning Reviewers to invoices	
Example #1:	
Example #2:	
Example #3:	
Run and email weekly missing receipt report	
Handling rejected transactions	
Credit Card Management	
Credit cards, Home Depot and fuel card management process	
Shadowed New Vendor and Vendor Compliance Management	
Getting required information from new vendors (i.e., W4, insurance information, etc.)	
Shadowed diverse spend process	
Running and submitting diverse spend to PG&E	
Running and submitting diverse spend to AT&T	
Shadowed Virtual Payment	
Manage virtual payment to vendors	
Reports	
Ability to run weekly missing receipts report (Weekly)	
Ability to run reviewer queue report (Weekly)	
Ability to run reviewer reminder report (Weekly)	
Ability to run job cost over \$10,000 report	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	