

## Accounting Department (AP) 3<sup>rd</sup> Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Invoice Process</b>	
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	
<b>Credit Cards</b>	
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	
<b>Credit Card Management (if not completed in the previous 30 days)</b>	
Credit cards, Home Depot and fuel card management process	
<b>New Vendor and Vendor Compliance Management</b>	
Getting required information from new vendors (i.e., W4, insurance information, etc.)	
<b>Diverse spend process</b>	
Running and submitting diverse spend to PG&E	
Running and submitting diverse spend to AT&T	
<b>Virtual Payment</b>	
Manage virtual payment to vendors	
<b>Reports (if not completed in the previous 30 days)</b>	
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	
<b>Statement Reconciliation</b>	
Ability to complete statement reconciliation	
<b>Payment Request (Pending employee review status)</b>	
Ability to complete payment request log	
<b>Additional Training Provided:</b>	
1.	
2.	
3.	
4.	
5.	