Transparency Invoices SOP: How to pay transparency invoices

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> ℹ️ **Who is this for:** Accounts Payable Process for Amazon Transparency Invoices

> ✅ **Objective:** Pay Transparency Invoices

Transparency Invoices:

Transparency Invoices are received monthly in the accounting email; all invoices for the month are sent together in one email from Matt Mangus

Save the email on Trello in 'New Accounting Emails' List, renamed to: 'Month/ Transparency Invoices/ Due Date: ex: "July Transparency Invoices Due Aug 30"

1-2 business days prior to the due date, pay via ACH in online banking platform:

Open the card in Trello, select, open, and print each pdf invoice

On each invoice, highlight the brand name, the invoice due date, and the amount due

Log into the online banking, and process an ACH payment for each invoice:

In ACH reference enter the unique invoice number

Pay from the operating account

Pay to the brand partner Amazon account ... the banking information is on each invoice; use the routing number and account number on the invoice for ACH pay to detail

Submit each ACH payment

print the ach confirmation detail

open email and print the Transfer Notification sent from the bank

attach the confirmation and transfer notification to the back of the transparency invoice; staple

underneath the highlighted amount due, write 'PAID, DATE' ex: PAID, 8/29/24

once all transparency invoices for the month have been paid, paperclip together and add to

'Paid not cleared' file for banking reconciliation

Move the Trello card to the 'Transparency Invoices' list

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When the ach transactions sync into QB, categorize each transaction to account '61120', AMAZON TRANSPARENCY FEES, in the memo, type the brand partner name

After entered into QB, check mark next to total, and file in 'Amazon Transparency Invoices' folder in overhead accounts payable file