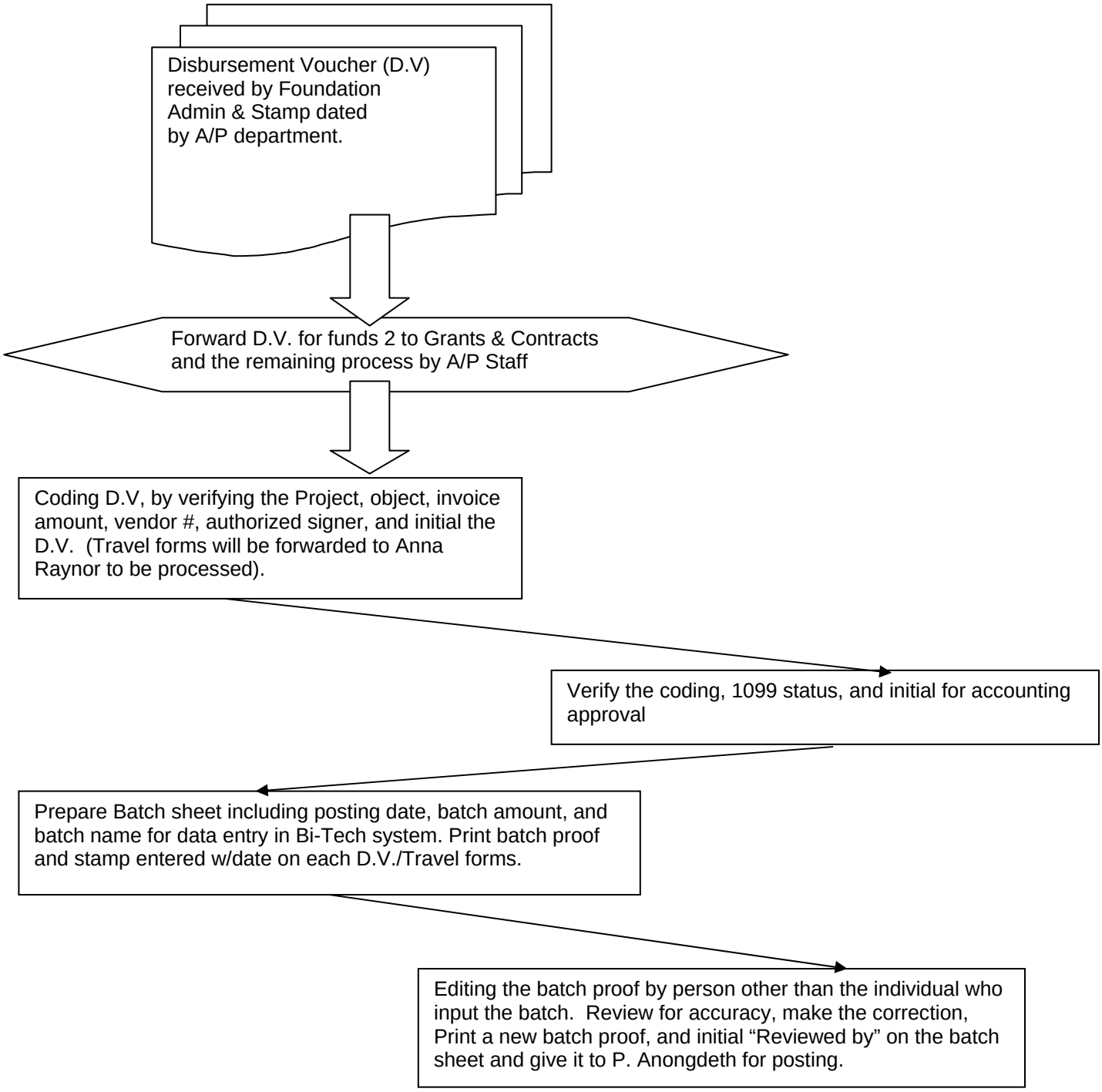
Accounts Payable Processing Flow Chart

A/P staff **A/P Lead Staff** **Manager**



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A. Review the batch log & verify all the batches with specific check due date are posted.
B. Request for Payment Selection & print the report. Verify the Payment Selection Report
& make any adjustment if needed by verifying the vendor name, run a calculator tape if it is more than one payment and check against Pmt Selection report.

Manager's approval on the Pmt Selection report & it is given to Fin. Acctg Sys for checks to be printed.

The printed Checks are given to A/P Dept. See " A/P check Distribution Checklist" for more detail.
Check verification includes matching checks with D.V., verifying the total number of checks, mark off & count checks $10,000 & over in the Check register. All checks below $10,000 are signed by ELF machine. Checks over $10,000 require two manual signatures, and over $200,000 require signature of the Exec. Dir. Or Sr. Managing Dir./CFO.

A/P checks are sealed and counted by the check folding machine before mail distribution.