Accounts Payable Processing Flow Chart

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

Disbursement Voucher (D.V)
received by Foundation
Admin & Stamp dated
by A/P department.

Forward D.V. for funds 2 to Grants & Contracts
and the remaining process by A/P Staff

Coding D.V, by verifying the Project, object, invoice
amount, vendor #, authorized signer, and initial the
D.V. (Travel forms will be forwarded to Anna
Raynor to be processed).

Verify the coding, 1099 status, and initial for accounting
approval

Prepare Batch sheet including posting date, batch amount, and
batch name for data entry in Bi-Tech system. Print batch proof
and stamp entered w/date on each D.V./Travel forms.

Editing the batch proof by person other than the individual who
input the batch. Review for accuracy, make the correction,
Print a new batch proof, and initial "Reviewed by" on the batch
sheet and give it to P. Anongdeth for posting.

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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.