

Accounts Payable Standard Operating Procedure (SOP)

Purpose:

This Standard Operating Procedure (SOP) outlines the step-by-step processes and guidelines for the Accounts Payable department to effectively manage and process vendor invoices, payments, and related financial transactions.

Scope:

This SOP applies to all employees involved in the accounts payable process within the organization.

Responsibilities:

1. **Accounts Payable Team**: Responsible for processing vendor invoices, reconciling accounts, and making payments.
2. **Finance Manager/Authorized Signatory**: Approves invoices for payment and initiates payment processing.
3. **Vendors**: Provide accurate invoices and necessary documentation.

Procedure:

1. Invoice Receipt:

- 1.1. All vendor invoices should be sent directly to the designated accounts payable department.
- 1.2. Sort and organize invoices based on their due dates.
- 1.3. Verify that each invoice is accompanied by the necessary supporting documentation, such as purchase orders, receipts, and contracts.
- 1.4. Log all received invoices in the accounts payable register or software system.

2. Invoice Verification:

- 2.1. Accounts payable personnel should thoroughly review each invoice for accuracy, completeness, and compliance with company policies.
- 2.2. Verify that the goods or services were received and match the associated purchase orders.
- 2.3. Check for mathematical accuracy and ensure that all calculations are correct.
- 2.4. Confirm that the invoice complies with applicable tax regulations.
- 2.5. Ensure that payment terms and credit periods are consistent with vendor agreements.
- 2.6. Check for duplicate invoices and ensure that the invoice has not been previously paid.
- 2.7. If discrepancies are identified, communicate with the vendor for resolution.

3. Approval for Payment:

- 3.1. The Finance Manager or authorized signatory must review and approve invoices for payment.
- 3.2. Approval should be documented either physically or electronically, depending on the organization's process.

Accounts Payable Standard Operating Procedures

Camilla Rothe



Accounts Payable Standard Operating Procedures:

Reviewing **Accounts Payable Standard Operating Procedures**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Accounts Payable Standard Operating Procedures**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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