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Accounting Policies and Procedures Manual

Document ID: PUR106

Document ID PUR106	Title ACCOUNTS PAYABLE AND CASH DISBURSEMENTS	Print Date mm/dd/yyyy
Revision 0.0	Prepared By Preparer's Name / Title	Date Prepared mm/dd/yyyy
Effective Date mm/dd/yyyy	Reviewed By Reviewer's Name / Title	Date Reviewed mm/dd/yyyy
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Policy: Internal controls are required to ensure that only valid and authorized payables are recorded and paid. Accounting procedures should be implemented to ensure the accuracy of amounts, coding of General Ledger accounts and appropriate timing of payments.

Purpose: To explain the practices for documenting, recording, and issuing payments for accounts payable transactions.

Scope: This procedure applies to all purchases including, merchandise, and non-merchandise purchases.

Responsibilities:

The Chief Financial Officer (CFO) is responsible for reviewing Accounts Payable material and indicating his approval by signing.

The Purchasing Manager is responsible for forwarding all paperwork to the Accounting Manager for payment.

The Accounting Manager and Accounts Payable are responsible for payment of invoices, but only after satisfactory completion or delivery of goods or services has been made.

Background: Properly recording liabilities is generally a three-step process, particularly, for merchandise purchases.

The first step is recording the liability upon receipt of merchandise, using the purchase order estimates as a guideline. For accuracy and timeliness of data, a liability should be recorded as soon as the company receives the purchased items. By necessity, this initial recording is usually an estimate and can be finalized when the actual invoice arrives. This is why a Purchase Order is so important for merchandise purchases. It documents the company's understanding of how much each item will cost, per the vendor's terms. This includes estimates for freight and any other charges.

The second step takes place when the vendor's invoice is received. At this point the actual liability is finalized, with any necessary adjustments to the item costs, freight, or other charges.

The third step involves the preparation, issuance of payment for the goods received, and subsequent filing of all paperwork for easy retrieval.

Accounts Payable Procedure Manual Template

B. Vincent



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