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Accounts Payable Processing SOP

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SOP Number: 101
SOP Name: Accounts Payable Processing
Version: 1
Updated on 01-20-2025

Standard Operating Procedure

OVERVIEW

SOP NAME	SOP NUMBER	EFFECTIVE DATE
Accounts Payable Processing	101	February 21, 2025

PREPARED BY

NAME OF THE PERSON WHO CREATED THIS PROCEDURE	VERSION NUMBER	LAST UPDATED
Name of the person who created this procedure	1	February 21, 2025

PURPOSE

Efficient accounts payable processing ensures vendors are paid on time, avoids late fees, strengthens vendor relationships, and helps businesses manage cash flow. A structured approach also prevents errors and fraud.

THIS PROCEDURE COVERS:

- Invoice receipt and verification procedures
- Approval workflows for payments
- Payment processing methods (ACH, checks, credit card)
- Record keeping and reconciliation
- Fraud prevention and internal controls

SCOPE

Accounts Payable (AP) team members

Finance department staff

Accounting managers

Business owners responsible for financial oversight

INTENDED USERS

Invoice processing should occur daily to prevent delays

Payments should be scheduled based on vendor terms (e.g., net 30, net 60)

Reconciliation should be conducted monthly to ensure financial accuracy

FREQUENCY

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Lean Six Sigma for the Office James William Martin,2008-10-30 This book provides a practical reference of tools methods and concepts that enable a reader to understand Lean Six Sigma concepts to improve his or her process using Kaizen events It presents a simple reference to plan and conduct Kaizen events in service systems and office environments

Automated Accounting Systems and Procedures Handbook Douglas A. Potter,1991-07-03 Automated accounting systems are responsible for the movement of billions of dollars every day Describes the most advanced accounting systems related support technologies and procedures in use today and explains how they work using non technical terms and definitions Numerous charts tables and examples prove extremely helpful To accommodate small business needs it provides a practical look at automation demonstrating features generally automated in large corporations and explains how they may be used in different ways or not used at all by smaller companies *InfoWorld* ,1986-06-02 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Process Management to Quality Improvement* Gary Born,1994 Process Management to Quality Improvement is the first book to address both business process design and quality management in a single framework Unlike most books in these fields it provides practical guidance where the emphasis is on how to implement the principles effectively and efficiently This book provides a complete approach to both areas and also links the two For practitioners of Business Process Re engineering it provides step by step guidance on how to check for quality in their radically redesigned processes Quality management professionals can learn how to express their approaches within a process framework The book provides guidance and summary process charts for three popular management models the ISO 9000 International Quality Standard the Malcolm Baldrige National Quality Award and the European Quality Award This book provides the answer for managers and consultants who need to bridge the gap between finding a systematic approach to quality and the wider needs of the organization Those needing to write procedures and instructions and to document business processes will find the book invaluable It also provides a foundation for those studying process modelling quality management and business re engineering *Standard Corporation Service and Unlisted and Local Securities Service* Standard Statistics Company,1919

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