



Accounts Payable Processing Checklist

Invoice Receipt & Verification

Steps to ensure all incoming invoices are captured, recorded, and checked for accuracy against purchase orders.

Invoice Receipt Date

Vendor Name

Total Invoice Amount

Upload Digital Invoice Copy

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Invoice Status

- ☐ New
- ☐ Pending Verification
- ☐ Discrepancy Found

Verification Checkpoints Completed

- ☐ Vendor Name Matches PO
- ☐ Tax Amount Verified
- ☐ Line Items Validated
- ☐ Total Amount Matches PO

Discrepancy Notes

Write something...

Three-Way Matching

Verification process to reconcile the vendor invoice with the purchase order and the receiving report/delivery note.

Match Status

- ☐ Fully Matched
- ☐ Discrepancy Found
- ☐ Pending Investigation

Purchase Order Document

 Upload File

Receiving Report/Delivery Note

 Upload File

Discrepancy Amount

Enter a number...

Notes on Discrepancies

Write something...

Date of Match Verification

Enter date...

Verifier Signature

Approval Workflow

Routing the verified invoices to the appropriate department heads or managers for departmental authorization.

Approving Manager

- ☐ Finance Manager
- ☐ Department Head
- ☐ Controller
- ☐ CFO

Approval Date

Enter date...

Approval Comments

Write something...

Signed Approval Form

 Upload File

Final Authorization Signature

Required Review Checks Completed

- ☐ Budget Availability Confirmed
- ☐ GL Code Verified
- ☐ Tax Compliance Checked

Data Entry & Coding

Accurate input of invoice details into the accounting system, including GL codes, tax amounts, and due dates.

Invoice Number

Invoice Date

Total Invoice Amount

General Ledger (GL) Account

- ☐ Office Supplies
- ☐ Rent & Utilities
- ☐ Software & Subscriptions
- ☐ Travel & Entertainment
- ☐ Professional Services

Currency

- ☐ USD
- ☐ EUR
- ☐ GBP

Digital Invoice Copy

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Description/Memo

Write something...

Payment Scheduling & Authorization

Reviewing upcoming due dates to optimize cash flow and obtaining final approval for payment execution.

Scheduled Payment Date

Enter date...

Payment Method

- ☐ ACH/Direct Deposit
- ☐ Wire Transfer
- ☐ Check
- ☐ Corporate Credit Card

Total Payment Amount

Enter a number...

Required Approvers

- ☐ Department Manager
- ☐ Finance Controller
- ☐ CFO

Authorized Approver Signature

Approval Documentation

 Upload File

Payment Execution

Final steps for processing payments via ACH, wire transfer, check, or corporate credit card.

Payment Method

- ☐ ACH Transfer
- ☐ Wire Transfer
- ☐ Check
- ☐ Corporate Credit Card
- ☐ PayPal/Digital Wallet

Total Payment Amount

Enter a number...

Payment Execution Date

Enter date...

Transaction Reference Number

Write something...

Payment Confirmation Receipt

 Upload File

Authorized Approver Signature

Vendor Record Maintenance

Updating vendor master data, including tax IDs (W-9), contact information, and banking details.

Vendor Legal Name

Write something...

Tax Identification Number (TIN/VAT)

Write something...

Vendor Type

- ☐ Supplier
- ☐ Service Provider
- ☐ One-time Vendor
- ☐ Contractor

W-9 or Tax Residency Certificate

 Upload File

Banking Instructions/Voiced Check

 Upload File

Last Review Date

Enter date...

Required Compliance Documents Received

- ☐ Certificate of Insurance
- ☐ Signed Contract
- ☐ Business License
- ☐ NDA

Accountant Verification Signature

Post-Payment Reconciliation & Filing

Closing the transaction by marking invoices as paid and archiving all supporting documentation for audit trails.

Payment Date

Enter date...

Total Amount Paid

Enter a number...

Payment Method

- ☐ ACH/Wire Transfer
- ☐ Check
- ☐ Corporate Credit Card
- ☐ PayPal/Digital Wallet

Payment Confirmation Receipt

 Upload File

Documentation Checklist

- ☐ Invoice marked as paid
- ☐ Bank statement updated
- ☐ GL Ledger updated
- ☐ Digital archive completed

Accountant Verification Signature

