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## **Accounts Payable Process Mapping Document**

Process mapping and RACI charting are important process improvement tools for accounts payable, and finance more generally speaking. This

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document presents an example, simple process map for paying vendor invoices within accounts payable, and associated RACI chart, and can serve as a reference point for those seeking to get started with accounts payable process mapping.

**Example AP Process Map and RACI | APQC**

File Name: Accounts

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6984 KB Type: PDF,

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4.6/5 from ...

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useful tools that will

help you create easily

and quickly. The

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very popular and

widely used type of

accounting flowcharts.

Now their designing is

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Document To visualize

the accounts payable

process, you will need

to map out the flow for

each set of arrival

documents and show

how each is reported

and tracked. 2.

Complete a three-way

match. Once the

accounts payable

department receives

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the purchase order,  
receiving report, and

Document

## **Flowchart Accounts Payable Process Mapping Document Flowchart**

The accounts payable process flowchart is the diagram that shows the process while using multiple symbols that contain all the information about each step. In business projects, accounts payable process flowcharts are built to

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## **How To Create An Accounts Payable Process Flowchart ...**

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How to Process

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(with Pictures) -

wikiHow Strategies for

optimizing your

accounts payable 7

There are six main

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activities within the accounts payable function that, if optimized, can help you free up cash and strengthen your working capital: 1.

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Accounts Payable  
Process. Accounts  
payable process

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usually starts with the request of the goods to be purchased to the purchasing department or the responsible personnel until the payment is made to the supplier of goods or services.

**Accounts Payable  
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This workflow template illustrates the reception, processing and payment of all

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incoming

vendor/supplier

invoices, from initial  
arrival to final

payment. Purchase and  
download this template  
in PDF, Visio and

PowerPoint formats,  
and customize it to fit  
your organization, or

use it to better  
understand the  
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process.

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(End-to-End)**

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To visualize the accounts payable process, you will need to map out the flow for each set of arrival documents and show how each is reported

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Process Mapping

and tracked. 2.

Complete a three-way match. Once the accounts payable department receives the purchase order, receiving report, and vendor invoice, they do a three-way match comparing the documents.

### **Streamlining the Accounts Payable Process**

The accounts payable process after sending

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# Accounts Payable

## Process Mapping

the purchase order to the supplier will continue when the company receives goods or services from the supplier. In this case, when the company receives goods, the person receiving goods will match the purchase order with the actual quantity of goods received and create receiving report or goods received note and send to the

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accounting department  
for ...

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**Accounts Payable  
Process - 7 Steps of  
Payables Process ...**

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Receivable Process  
Flowchart--You can edit  
this template and  
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diagram. Creately  
diagrams can be  
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(powerpoint), Excel,  
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document. Use PDF export for high quality prints and SVG export for large sharp images or embed your diagrams anywhere with the Creately viewer.

## **Accounts Payable Process Flowchart | Editable Flowchart**

...

Business Process Flowchart . The Accounts Payable Packet describes how

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an invoice will be  
entered in MAGIC and  
what triggers a vendor  
... Document Posted

Against Vendor

Account Agency

Automatic Payment

Process is Run F110

Reject Approve NOTE:

This Process MUST be

completed in 1 day

Approve Reject

Approve.

**Business Process**

**Flowchart Accounts**

**Payable**

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## Accounts Payable

Process Mapping

Accounts Payable (AP) is a basic function of every company. No matter what your business, you have invoices to pay, processes to adhere to, and accountability to document. As finance professional you are likely aware that missed early payment discounts, late fees, lost invoices, dozens of calls, emails, faxes, and other inefficiencies can substantially and

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unnecessarily drive up  
your operating ...

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## **Accounts Payable Processing And Document Management Solution**

This document outlines your needs and will be compared later in the process to the receiving order, which outlines what was provided. It will also be compared to the invoice which should



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note what you are being billed for. The key to a successful accounts payable process is to have matching information clearly displayed across all documents.

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ACCOUNTS PAYABLE

POLICY/PROCEDURES

FRAMEWORK Standard

Operating Procedure  
for Payment

Verification & Accounts

Payable I. Introduction:

The purpose &

objective of this

document is to design

a framework to

facilitate payment

verification...

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automatically process  
the payments with  
little human  
intervention.

**Accounts Payable  
Manual - Institute of  
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Accounts Payable  
Process The accounts  
payable process or  
function is immensely  
important since it  
involves nearly all of a  
company's payments  
outside of payroll. The  
accounts payable

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process might be carried out by an accounts payable department in a large corporation, by a small staff in a medium-sized company, or by a bookkeeper or perhaps the owner in a small business.

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