

ACCOUNTS PAYABLE PROCEDURE (ACC-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the manner in which the obligations of the school system are paid.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Checks: Warrants issued against funds deposited with the Montgomery County Trustee.
- 4.2 Other Obligations: Travel reimbursements, trips, utility bills, requisitions for payment (registration, dues, some of the subscriptions), certified vendor payments and other authorized obligations not created by purchase order.
- 4.3 Warrant Date: Accounts Payable date assigned to a payment for a check to be written. All checks for a given date are written together.

5.0 PROCEDURE:

- 5.1 If obligation is created by Purchase Order:

- 5.1.1 Accounting section receives numerical copy of Purchase Order Form (PUR-F001) from purchasing.
- 5.1.2 Numeric open Purchase Order file is created.
- 5.1.3 Goods or services are received by requesting party and entry made on PO Receiving File Maintenance Screen.
- 5.1.4 Invoice is received from vendor and stamp dated.
- 5.1.5 Payment is entered into computer system after reviewing receiver information and invoice. Invoice entry proof is printed and reviewed for accuracy.
- 5.1.6 Invoice entry proofs are submitted for posting and check preparation.
- 5.1.7 Checks are printed. Reports are prepared and distributed.
- 5.1.8 Checks are reviewed and distributed.
- 5.1.9 Documentation is filed.

- 5.2 If obligation is created by means other than a Purchase Order:

- 5.2.1 Goods or services are received or committed.

Accounts Payable Procedures Manual

Douglas A. Potter



Accounts Payable Procedures Manual:

Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry *Accounts Payable and Sarbanes-Oxley* Mary S. Schaeffer, 2006-02-17 Accounts Payable and Sarbanes Oxley cements Mary Schaeffer's reputation as the premier authority on accounts payable She provides great detail on all aspects of the payables systems needed to comply with Sarbanes Oxley A must for every controller's bookshelf Steven Bragg Premier Data Services Mary Schaeffer has done it again America's most accomplished accounts payable expert has written another authoritative and comprehensive work This time she takes aim at internal controls and the Sarbanes Oxley Act as they impact the payables function Whether or not you are required to comply with the Act this book will help you meet the challenges facing professionals who demand effective and efficient controls both now and in the future This book is an enormous resource and blueprint for any financial professional Bob Lovallo President Pinpoint Profit Recovery Services Inc There are many guides to complying with Sarbanes Oxley yet this text is the first I have seen that provides accounts payable departments with a game plan both from a mile high and an in the trenches viewpoint Even if you are not concerned with SOX this guide provides the foundational control framework and best practices for any accounts payable department Richard B Lanza CPA CITP CFE PMP President Cash Recovery Partners L L C Mary Schaeffer's book provides clearly written guidance on the causes consequences and best practices for accounts payables internal controls Every accounting auditing and information technology professional who deals with accounts payable will find some useful suggestions in this book Dr Will Yancey CPA independent consultant If you only read one book on the duties and responsibilities of the accounts payable representative make it this one Ms Schaeffer is absolutely brilliant at explaining the impact the Sarbanes Oxley Act will have on the organization and its accounts payable procedures Whether you are a seasoned accounts payable representative or just new to the position this book will help you to become firmly grounded in your ability to perform your role in the accounts payable department Jerry W Michael President IRSCompliance.org The accounts payable blueprint to becoming Sarbanes Oxley compliant The Sarbanes Oxley Act provides a rigorous discipline that can be used by all organizations regardless of whether they are publicly traded or not Strong internal controls and segregation of duties should become a standard way of thinking

rather than something required by law Accounts Payable and Sarbanes Oxley provides a comprehensive overview of the Act and lays out the necessary guidelines that affect accounts payable to ensure compliance in the accounts payable department

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock,Bette A. Warn,2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of todays most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control Controller and CFO's Guide to Accounts Payable Mary S. Schaeffer,2006-09-30 Refreshingly candid and witty in tone Controller and CFO s Guide to Accounts Payable is required reading for any professional wanting to understand more about their organization s AP operations It declares that AP is no longer a back office function and underscores the reality that proper attention must be paid to this crucial department in order to run a leading edge and competitive company Policies and Procedures Manual for Accounting and Financial Control Douglas W. Kurz,2003-05 The Operational Audit Blueprint - Definitions, Internal Audit Programs and Checklists for Success SALIH AHMED ISLAM,2023-04-09 The Operational Audit Blueprint Definitions Internal Audit Programs and Checklists for Success is an indispensable guide for anyone seeking to improve their organisation s operational processes through operational auditing This book provides a comprehensive overview of operational auditing including the tools and techniques used by internal auditors to evaluate operational processes It also emphasises the importance of audit programs and checklists in achieving success Contents of the book FINANCE Financial reporting Investments Accounts payable and receivable Budgeting Monitoring Fixed assets Tax compliance HR Human resources Payroll Payroll cycle data analytics MANUFACTURING Planning and production control Quality control Maintenance Safety ESG SUPPLY CHAIN Demand Planning Purchasing Tendering Import Inventory Third Party Labour Contractor Warehouse Management Purchase to Pay Cycle Data Analytics SALES MARKETING Sales Management Sales Performance And Monitoring Product Development Pricing And Discount Promotion And Advertising Marketing Campaigns Credit Limits Export Order Processing Customer Relationship Management Retail Customer Credit Data Analytics INFORMATION TECHNOLOGY Business Continuity Management Data Privacy Database It General Controls It Security Management It Backup Recovery It Vendor Management It Access Controls It Asset Management It Change Management It Data Management It Help Desk GENERAL PROCESSES Contract Management Project Management Ethics Ethical Business Conduct Guidelines Fraud Prevention Whether you re a business owner manager or internal auditor The Operational Audit Blueprint Definitions Internal Audit Programs and Checklists for Success is an essential resource for achieving operational and financial success through improved operational auditing With this book you will be able to identify and address potential issues before they become significant problems ensuring that your organization s are operating at peak efficiency *Management Policy and Procedure Manual* Trans World Airlines,1946 **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

Accounting Best Practices Steven M. Bragg,2016-03-22 ACCOUNTING BEST PRACTICES Seventh Edition Today s accounting staffs are called on to work magic process transactions write reports improve efficiency create new processes all at the lowest possible cost using an ever shrinking proportion of total corporate expenses Sound impossible Not if your staff is using the best practices for accounting Fully updated in a new edition Accounting Best Practices Seventh Edition draws from renowned accounting leader Steven Bragg s extensive experience in successfully developing operating and consulting various accounting departments This invaluable resource has the at your fingertips information you need whether you ve been searching for ways to cut costs in your accounting department or just want to offer more services without the added expense The best practices featured in this excellent step by step manual constitute need to know information concerning the most advanced techniques and strategies for increasing productivity reducing costs and monitoring existing accounting systems This new edition boasts over 400 best practices with fifty new to this edition in the areas of taxation finance collections general ledger accounts payable and billing Now featuring a corresponding seven minute podcast for each chapter found on the book s companion website Accounting Best Practices is the perfect do it yourself book for the manager who wants to significantly boost their accounting department

The Small Business Self-Starter Handbook John Philip Henderson,2009-03-25 After spending several years in Canada and the Caribbean working with small and medium sized businesses John Philip Henderson brings a working knowledge that business owners need to be successful after dealing with the hardships in this potentially tough sector of society Written in an essentially conversational tone to be easily comprehended by those seeking knowledge in starting up a business Henderson s business plan will help you with sound and proven topics including Choosing the right investment goal Deciding your business structure Finding the capital for your business Marketing your product and services Managing your time and your money Henderson shares the advantages and disadvantages of going into business for yourself as well as sharing examples of how to skillfully and profitably implement your ideas The Small Business Self Starter Handbook is a must for aspiring entrepreneurs ready to make the dream of starting their own business a reality

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Table of Contents Accounts Payable Procedures Manual

1. Understanding the eBook Accounts Payable Procedures Manual
 - The Rise of Digital Reading Accounts Payable Procedures Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounts Payable Procedures Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Accounts Payable Procedures Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounts Payable Procedures Manual
 - Personalized Recommendations
 - Accounts Payable Procedures Manual User Reviews and Ratings
 - Accounts Payable Procedures Manual and Bestseller Lists
5. Accessing Accounts Payable Procedures Manual Free and Paid eBooks
 - Accounts Payable Procedures Manual Public Domain eBooks
 - Accounts Payable Procedures Manual eBook Subscription Services
 - Accounts Payable Procedures Manual Budget-Friendly Options

6. Navigating Accounts Payable Procedures Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Accounts Payable Procedures Manual Compatibility with Devices
 - Accounts Payable Procedures Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounts Payable Procedures Manual
 - Highlighting and Note-Taking Accounts Payable Procedures Manual
 - Interactive Elements Accounts Payable Procedures Manual
8. Staying Engaged with Accounts Payable Procedures Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounts Payable Procedures Manual
9. Balancing eBooks and Physical Books Accounts Payable Procedures Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounts Payable Procedures Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Accounts Payable Procedures Manual
 - Setting Reading Goals Accounts Payable Procedures Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounts Payable Procedures Manual
 - Fact-Checking eBook Content of Accounts Payable Procedures Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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