



LABHYANSH
ACCOUNTING SIMPLIFIED

Process:
Accounts Payable

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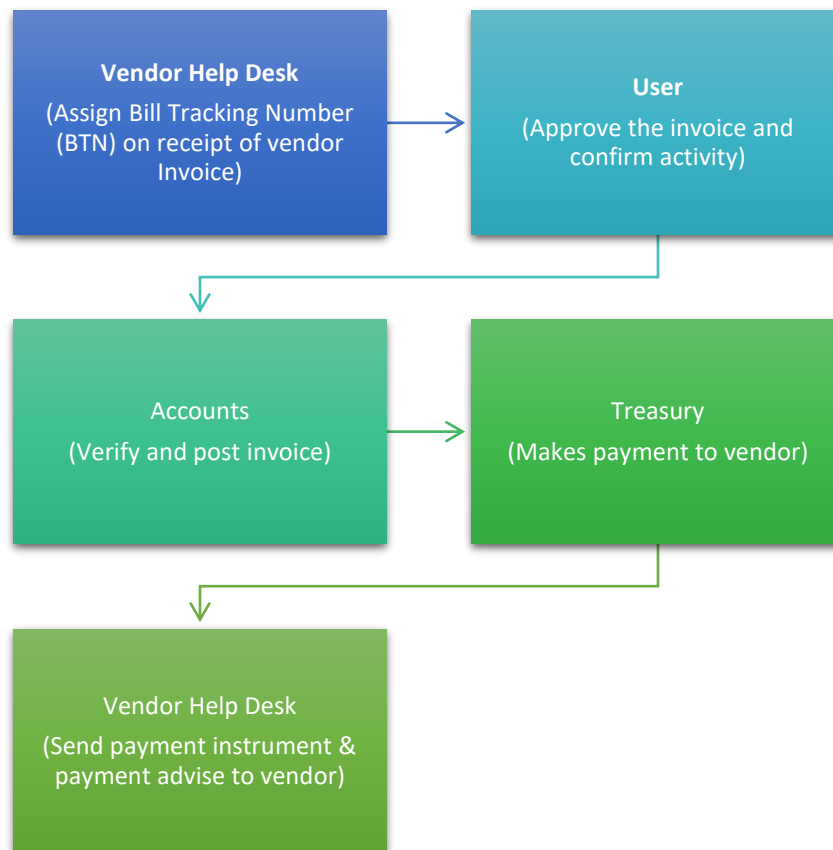
Accounts Payable Process:

Business entities are required to make payments for Goods and Services procured. A health payment cycle leads to good relations with vendors which in turn gives long-term benefits to business. In the current competitive market it became a need for businesses to pay vendors within committed time and also to ensure correctness of payments. Internal processes should give alarm of delays and incorrectness to controllers to deal with.

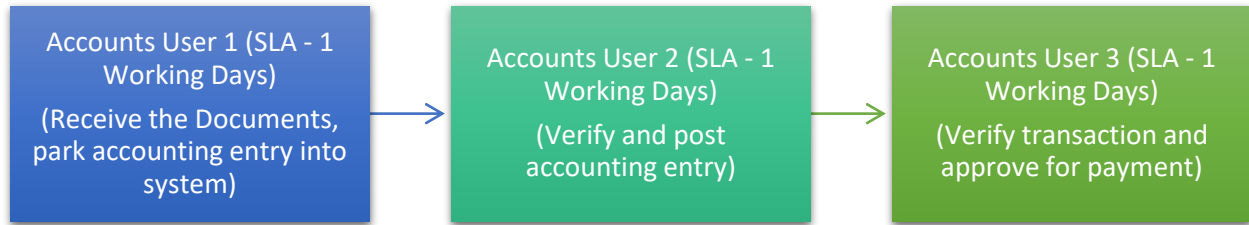
Most of entities which follows traditional manual processes for Accounts Payable process, face challenges in meeting payment timelines as committed to vendors in their purchase orders or agreements, lacks controlling over payments, chances of double or missed payments, weak treasury projection etc. Such situations ultimately leads to hampering of core business functions due to disconnection of services be vendors for non-payments, delay in supply of goods, higher procurement costs, bad reputation in the market, etc.

Thus, it became very crucial for businesses to automate core accounting functions such as, Accounts Payable. On automation, business entities will not only experience efficiency in the process but this will also lead to cost saving.

Overall Process:



Process within Accounts Team:



Process key features:

- Process developed to cater end to end e-based processing of vendor invoices.
- Design based on existing business practices & processes, focus on to automate activities involving movement of manual documentation, tracking & reporting of vendor payable process.
 - Process start with an exclusive team, such as vendor help desk.
 - Second level is user certification
 - Third level is accounting team
 - Next level is treasury team
 - Process end at the exclusive team only (vendor help desk).
- All approval, supporting will be in digital form (this will minimize the physical document movement).
- Real time reports with status of invoice will be available.

Vendor Help Desk (VHD):

Vendor helpdesk assists the business entity is tracking each and every vendor invoice as it travels through the various departments in the business entity for approvals while monitoring the committed payment term to the vendor. VHD is set up to handle large volumes of vendor invoices or as a help to a centralized payable process. VHD will be responsible for end to end processing of vendor invoice, from receipt of invoice till dispatch of payment instrument.

VHD receives each and every invoice from vendor, perform initial checks & validation before put invoice in process for payment. Only the invoices which are with all the supporting documents are entered in system else returned to vendor upfront.

Each invoice processed from VHD is along with cover sheet, where the various department will mention the amount approved and brief reason for deduction if any.

Task of VHD

- Centralize the vendor bill receipt, check invoices for relevant supporting and provide email confirmation to vendors for receipt of invoices.
- Forward to internal departments for approvals and to Accounts for processing payments.
- Regular follow up with all the concerned department for raising an alarm as to pending invoices which are not approved within departmental SLA, Personal follow up with user and if not responded then escalation to HOD.
- Payment instrument issuance to vendor on receipt from Finance.
- With the introduction of standard formats such as invoice cover sheet where each department will mention the amount approved and brief reason for deduction if any, VHD is able to provide the vendor with actual picture and complete transaction of invoice.
- Mail intimating to concerned department for released payment.
- Monitor turn-around-time (TAT) for payment.
- MIS Reports.
- Handling all correspondence with vendors.

Advantage of Centralized eProcessing:

- Removal of physical document movement
- Speed up the Vendor Invoice Processing
- Better transparency in the process
 - Real time invoice status available to users
 - SLA monitoring
- Automation of reporting.
- Automation of communication to vendor
 - Payment advise along with payment

About Us: LABHYANSH is a professionally managed Finance & Accounting service provider having presence in India. Provide Finance & Accounting Outsourcing Services, Taxation and Other Allied Services that are timely, accurate and cost effective using well defined processes. Our team seek to serve every clients in the most efficient manner. Size doesn't make a difference for us and every client is equally important. We incorporate a passion for client satisfaction and support in their success. Our services enables clients business to enhance operational and financial agility by streamlining and optimizing key processes.

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