2.0 FLOWCHART: PAYMENT PROCEDURE

RESPONSIBILITY	INPUT	ACTIVITY	OUTPUT
		Start	
Accountant	Approved documents i.e. Invoices, claims, payroll etc. shall be received through the system before any payment process	Verification/ascertainment of the documents for the necessary attachments In case of an invoice, verify if the user department has certified receiving the goods/service	
Senior Accountant		Verified? NO → Return to relevant department with comments for correction YES ↓	
Senior Accountant		Payment voucher is raised, checked & forwarded for approval	
HOD F&A		Approved? NO → Return to accountant for correction YES ↓	
Accounts assistant		Raising of cheque or Electronic transfers to be approval by signatories as per the signing mandate	Payment done
		End	