





Entity	Suppliers	Narration
<pre> graph TD     Start((2)) --&gt; Approve[Obtain payment approval and cheques signatories]     Approve --&gt; AP[Accounts Processing]     Approve --&gt; PVF[Payment Vouchers File]     Approve --&gt; Cheque[Cheque]     AP -.-&gt; CL[Creditors Ledger]     AP -.-&gt; BA[Bank Accts]     CL -.-&gt; GL[General Ledger]     BA -.-&gt; BR[Bank Reconciliation]     RBS[Receive Bank Statement at month end] --&gt; BS[Bank Statement]     BS -.-&gt; BR     BS --&gt; BSF[Bank Statement File]     BSF --&gt; End([End])     Cheque --&gt; BR   </pre> <p>The flowchart illustrates the Purchase &amp; Payments Cycle. It begins with a start node (2) leading to 'Obtain payment approval and cheques signatories'. This step leads to 'Accounts Processing', which updates the 'Creditors Ledger' and 'Bank Accts'. The 'Creditors Ledger' is then updated in the 'General Ledger'. 'Accounts Processing' also leads to 'Payment Vouchers File'. 'Obtain payment approval and cheques signatories' leads to 'Cheque'. 'Cheque' leads to 'Bank Reconciliation'. 'Receive Bank Statement at month end' leads to 'Bank Statement', which then leads to 'Bank Reconciliation' and 'Bank Statement File'. 'Bank Statement File' leads to 'End'.</p>		<p>The authorised personnel approves payment and signs on cheques. Ensure that all original suppliers' invoices are attached and stamped paid with references indicated.</p> <p>Accounts staff updates accounts payable journal and bank accounts. She then files the documents in payment voucher file by voucher running number &amp; by dates.</p> <p>Accounts staff sends cheques to suppliers.</p> <p>Accounts staff receives Bank Statement from Bank at month end.</p> <p>Accounts staff prepares bank reconciliation for review and approval and files the Bank Reconciliation and Bank statements by date.</p>