Task No.	Task Description	ask Description Employee performing task								
Accounts Payable	Operations	E1	E2	E3	E4	E5	E6	E7	E8	E9
1	Maintain bank master	Х								
2	Process vendor invoices		Х							
3	AP payments			х			Х			
4	Maintain asset master				Х					
5	Maintain vendor master					х				
6	Create manual checks			Х			Х			
7	Maintain purchase order							х		
8	Bank reconciliation								Х	
9	Purchase order approval									Х