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| **SUBJECT** | OPR for entering bill/invoices of purchasing |
| **RECORDER (Name Designation)** | Elilarasi Kanapathipillai – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 05/21/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 02 |

**Objective :**  update all the bills in the system (Quick Book) and process the

Payment to suppliers on time

Description

* Make sure that the Invoices are legally corrected - Eg. Date, Consignee Name & Address, Company Seal, SVAT and signatures of the relevant persons.
* Check the arithmetical accuracy of the bills
* Agree Bills/ Invoices with the purchase order prices, quantity, dates and Items Description
* Immediately address to the Authorized Persons or vendors on any variations of the Bills to the PO, GRN, and Mismatches on the requisition of the facility and the quality of the goods etc.
* Update all the bills into the system as soon as received
* If Advance paid on any Bill or Invoice, Setoff that payment against relevant Bill or Invoice
* Scan all the Bills / Invoices which entered in to the QB, with other documents related to the Bill /Invoice and Save into the network folder
* Eg :- For a AP Bill there may be several documents relevant such as Quotation, Purchase Order, Dispatch / Delivery Advice, GRN, Invoice etc. All these scan images need to be merged together and should be renamed with " Invoice no - Invoice Date"

Data obtaining

* Bills will come through the Document Hand Over Books of Admin Dept, HR Dept. (Receive

by Post)