**Filling Payment Vouchers**

|  |  |
| --- | --- |
| **SUBJECT** | Filling Payment Vouchers |
| **RECORDER (Name Designation)** | Sajith Asanka – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 03/08/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

Scan all payment vouchers with all supporting (Invoices, Bills, E-mails, PO, Quotations, Deposit Slips, Receipts)

Combine all scan images (Invoices, Bills, E-mails, PO, Quotations, Deposit Slips, Receipts) as one payment voucher using Nitro Pro 7

Rename scan payment voucher images according to cheque number

Save payment voucher Network Folder (Start button/ My Computer/ SL Farm Folder/TFISL /Voucher Scan Image)

Filing payment voucher hard copies according to cheque # on voucher files

Payment based on Scan copied and after received hard copies attach to payment voucher

Advance settlement hard copies attach to payment voucher and combine with scan images