Accounting procedures

**AP Invoices**

Step 1

All invoices that are due and payable are stamped with a date stamp when received by this office. They are placed in the "invoice" AP box for data input for Peachtree.

Step 2

Input the invoices into the Vendors and Purchases section of PT> Enter Bills> New Bill

Select Vendor

**Verify Address, Account Number, and GL Expense Account is correct.\*\* (clean up only)**

**Enter total quantity of product, item, price, and verify total is correct.**

\*We are tracking inventory by units not sizes, so you don't have to put every line in.

**Click Save**

**AP Statements**

All statements are stamped with a date stamp when received by this office. They are placed in the AP "Statement" box for audit review by controller or VP.

On a monthly basis, statements will be audited against what has been input into the system.

Audit the statements: Vendors and Purchases section of PT> Enter Bills> View and Edit Bills

If invoices are missing, request from vendor, make updates and post to the system.

When complete, initial statement and file