



Team Name: Accounts Payable Team Lead: Regional Manager – Corporate Financial Services Approved by: VP Finance & Planning	Reference Number: ORG.1311.PR.001 Program Area: Finance Policy Section: Accounts Payable
Issue Date: October 22, 2019 Review Date: Revision Date:	Subject: Accounts Payable Processes

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Accounts Payable Processes

PURPOSE:

To ensure that consistent accounts payable processes are followed.

To ensure that staff have access to standard forms for accounts payable processing.

PROCEDURE:

1. Review and follow directions for documentation expectations and submitting accounts payable outlined in the below Accounts Payable Processing Guide ORG.1311.PR.001.SD.01.
2. Access the activated links below and utilize required form(s):
 - ORG.1311.PR.001.FORM.01 Accounts Payable Batch Header
 - ORG.1311.PR.001.FORM.02 Accounts Payable Batch Log
 - ORG.1311.PR.001.FORM.03 Accounts Payable Coding Stamp

SUPPORTING DOCUMENTS:

- [ORG.1311.PR.001.SD.01](#) Accounts Payable Processing Guide
- [ORG.1311.PR.001.FORM.01](#) Accounts Payable Batch Header
- [ORG.1311.PR.001.FORM.02](#) Accounts Payable Batch Log
- [ORG.1311.PR.001.FORM.03](#) Accounts Payable Coding Stamp