



Accounts Payable Roundtable Worksheet

Group Discussion

This section is to note your conversations and takeaways from the session. We want you to be able to evaluate your current process and adapt your current process with the feedback from your colleagues.

1) **Purchase Order Due Date Effects – NOTES:**

2) **Batching, Matching, & Budget Checking:** Matching/budget checking in the voucher vs. letting the system do it and submitting for approval later. Pros and cons?

3) **Batching, Matching, & Budget Checking:** Do you use the batch processing for matching and/or budget checking?



4) **Single Accrual Journal – NOTES:**

5) **Reimbursement Policies:** Do you have a noteworthy reimbursement process/method for enforcing the deadlines?

6) **Any additional takeaways from this session?**
