

Accounts Payable Controls

ABC-Pareto Analysis of Payments

Profiling of payments into high, medium and low value bands to study maximum value assurance with minimum record checks

Required Fields: Payment Voucher Amount

Vendor Wise Payment Amount Relative Size Factor Test

Deriving vendor ratio of highest to next highest bill payment (i.e. relative size factor) and checking for ratios above 'x' percent which can be defined by the user

Required Fields: Payment Number, Vendor Code, Vendor Name, Payment Voucher Amount

Segregation of Duties Violation – Same Requester and Same Approver

Payments where the requester and approver are the same

Required Fields: Created By User, Approved By User

Vendor Payments with Blank Memo/ Descriptions

Payments to any vendor where the reference/description field is blank

Required Fields: Memo/Description

Duplicate Vendor Bill Payment – Exact Match

Payments made to the same vendor against the same invoice number, same goods received note and same purchase order

Required Fields: Vendor Code, Vendor Invoice Number, Goods Received Note Number, Purchase Order Number

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Duplicate Vendor Bill Payment - Near Match

Payments made to the same vendor against the same invoice number (near match proximity check), same goods received note and same purchase order

Required Fields: Vendor Code, Vendor Invoice Number, Goods Received Note Number, Purchase Order Number

Two Way Match - Vendor Wise Payment versus Invoice Amount

Two-way comparison to check for disbursements which are greater than the invoice amount

Required Fields: Vendor Invoice Amount, Payment Voucher Amount, Vendor Code, Vendor Name, Vendor Invoice Number

Three Way Match - Vendor Invoice Amount, Goods Received and Purchase Order

Three-way comparison to check for invoice mismatches to the goods received note and purchase order value

Required Fields: Vendor Code, Vendor Name, Vendor Invoice Number, Vendor Invoice Amount, Purchase Order Line Item Value

Potential Vendor Bill Splitting

Payments to the same vendor against the same invoice, same goods received note, same purchase order, same requester, same approver and same week of year having different payment voucher number

Required Fields: Payment Number, Payment Date, Vendor Code, Vendor Invoice Number, Goods Received Note Number, Created By User, Approved By User

Payments to Vendors without a Purchase Order

Payments to any vendor where the purchase order number is blank for material purchases

Required Fields: Purchase Order Number

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Advance Payment to Vendors

Payment/s made to any vendor where the payment date is before the invoice date

Required Fields: Payment Date, Vendor Invoice Booking Due Date

Delayed Payment to Vendors

Payment/s made to any vendor where the payment date is after the invoice due date by 'x' days which can be defined by the user

Required Fields: Payment Date, Vendor Invoice Booking Due Date

Missing Payment Instrument Number in a Sequential Number Series

Missing check number(s) or bank wire transfer number in the payments file

Required Fields: Check Number or Wire Transfer Number

Weekend Payments

Payments to any vendor on Saturday or Sunday

Required Fields: Payment Date

Holiday Payments

Payments to any vendor on public holidays

Required Fields: Date Field

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