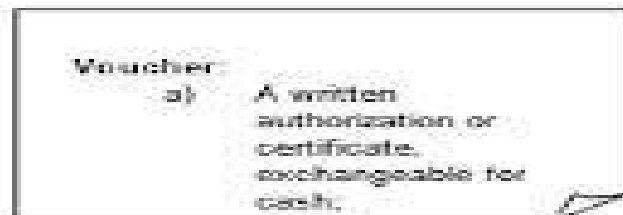


# Accounts Payable

## Voucher Processing Overview

SABHRS Accounts Payable module maintains large amounts of information about the cycle of invoices and payments. Accounts Payable also interfaces with other SABHRS modules, including General Ledger, Purchasing, and Asset Management. When you enter *vouchers*, you also enter information about how the voucher is charged, or from an accounting perspective, from where the funding comes. Once the voucher has been approved, it will be budget checked then, providing it passes budget checking, posted to Accounts Payable. Posted transactions are then transferred to the General Ledger in the form of journal entries. Agencies can run reports that summarize account balances, transfers, and total revenues and expenditures, and then use these reports to review, track, and correct daily accounting activities.



## Voucher Life Cycle

# Accounts Payable Manual Template

**Rachel Sandford**



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