FREE CHECKLIST

Accounts Payable Checklist

Confirm every supplier invoice is verified, tracked and paid on time — without paying for something that was never received.

WHEN AN INVOICE ARRIVES

- [ ] Log it in your Supplier Payment Tracker immediately, before it's paid.
- [ ] Match it against the purchase order (what was ordered).
  No purchase order? Confirm the order verbally or by message and note it on the invoice.
- [ ] Match it against the goods received note or delivery confirmation (what actually arrived).
- [ ] Check quantities, prices and totals agree across the invoice, order and delivery.

BEFORE PAYING

- [ ] Confirm the invoice hasn't already been paid — check the tracker for a duplicate.
- [ ] Get sign-off from whoever is authorised to approve that amount.
- [ ] Confirm the payment method and account details are correct for this supplier.

AFTER PAYING

- [ ] Update the tracker with the payment date and mark the invoice Paid.
- [ ] File the invoice and proof of payment together.
- [ ] Reconcile the payment against your bank or mobile-money statement.

WEEKLY REVIEW

- [ ] Review every invoice still marked Unpaid.
  Anything overdue needs a reason and, if needed, a call to the supplier before they chase you.
- [ ] Confirm every invoice paid this week was matched before payment, not after.

Use alongside the free Supplier Payment Tracker Template on the Resources page — it calculates days overdue automatically.