Hinto

Monthly Invoice Reconciliation

A process documentation example for an accounts payable clerk closing the month.

Document Control

Process ID	FIN-014
Owner	AP Team Lead
Version	4.0
Last reviewed	30 Jul 2026
Next review	30 Jan 2027

Scope

TRIGGER

Last business day of the month.

FINISH CONDITION

Reconciliation report signed off by the controller.

Procedure

- [ ] **1. AP clerk exports the vendor invoice register for the period**
  Owner: AP clerk · Output: register CSV in the month-end folder

- [ ] **2. AP clerk matches each invoice to its purchase order and receipt**
  Owner: AP clerk · Output: three-way match log with every line marked matched or exception

- [ ] **3. AP clerk lists unmatched lines over $500 as exceptions**

Owner: AP clerk · Output: exception sheet with vendor, amount and reason

- [ ] **4. AP clerk emails each exception to the requesting budget owner with a 3-business-day reply window**

  Owner: AP clerk · Output: sent log

- [ ] **5. AP team lead clears or accrues every open exception**

  Owner: AP team lead · Output: accrual entries posted

- [ ] **6. Controller reviews the variance summary and signs off**

  Owner: Controller · Output: signed reconciliation report filed

> EXCEPTION
>
> Any single variance above $10,000 goes to the CFO before sign-off.