

Accounting Workflow Organogram

SAMPLE

1. SET UP

Company, customers, suppliers, products and services

2. RECORD

Source documents create customer, supplier and stock activity

3. SETTLE

Allocate customer receipts and supplier payments

4. CHECK

Bank matches, balances, stock and exceptions

5. REVIEW & PROTECT

Reports, change history and verified backup

DEBTORS: customer invoice -> receipt -> balance

CREDITORS: supplier invoice -> payment -> balance

INVENTORY: stock received -> stock sold -> count and review

Credit notes correct issued charges and may reverse stock movements.

VAT amounts and reports are for guidance purposes only.