

ACCOUNTING & BOOK KEEPING

Accounts Payable Service

Document Checklist for Accounting & Book Keeping

For outsourcing accounts payable management, including vendor invoice processing and payment tracking.

Documents Required

- Business registration/incorporation proof
- PAN card and GST registration of the business
- List of vendors/suppliers with contact and payment details
- Purchase orders and vendor invoices
- Bank account details for payment processing
- Existing accounting software/system details, if any
- Payment approval hierarchy/authorisation matrix
- Historical accounts payable records, if available

Note: The above list indicates commonly required documents. Additional documents may be requested depending on the specific scope of engagement. Expert Registration confirms the exact requirement after a brief consultation.