



<b>Institution/Organization Name:</b>	Competition Authority of Kenya
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>	National Treasury & Planning
<b>Economic Sector Alignment:</b>	Macroeconomic Mandate
<b>Big 4 Alignment:</b>	Manufacturing, Affordable Housing, Universal Healthcare, Food Security.
<b>Accounting Officer:</b>	Wang'ombe Kariuki, MBS.
<b>Period: FY</b>	2021/2022
<b>Process Documentation</b>	
<b>Service Name</b>	Payment for Suppliers
<b>Brief Description</b> Document Purpose/Service	This process covers the management of accounts payables from receipt of invoices to authorization of payments.
<b>Document Control:</b> Change Record/ Version Number	Issue No: 1
<b>Process Owner:</b> Name and Position	Wang'ombe. Kariuki, MBS  Director-General
<b>Process Writer (s); Name and Position</b>	Ambrose Ag'eng'a  Manager, Finance.
<b>Process Reviewer (s) Name and Position</b>	Eric Mwangi

		Director, Corporate Affairs		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ Days	No. Of	Actor
1.	INPUTS: <ul style="list-style-type: none"> <li>• Purchase Requisition</li> <li>• LPO/LSO</li> <li>• Delivery Note</li> <li>• Invoice</li> <li>• Inspection &amp; Acceptance Report</li> <li>• Quotations</li> <li>• Analysis of Quotations</li> <li>• Job Completion Certificate</li> <li>• Contract</li> <li>• PCA</li> <li>• GRN</li> </ul>	N/A		Merging Parties/Legal Representatives
Receipt and Acknowledgement of Invoice and Forwarding to the Manager Finance		1 Day		Accountant Manager, Finance
Posting of invoices and payments claims to the ERP System		1 Day		Accountant
Preparation of Payment Voucher and Attaching of All Relevant Supporting Documents and Forward to the Principal Accountant		5 Days		Accountant Principal Accountant
Forwarding Examined Payment Vouchers to Manager, Finance or Authorization and Return Rejected Payment Vouchers for appropriate re-routing.		2 days		Principal Accountant Manager, Finance
Manager Finance Forward Approved Payment Vouchers to Accountant to Initiate Payment		2 Days		Manager, Finance
Development of Payment Schedule for Approved		4 Days		Principal Accountant

Payment Vouchers, Uploading onto Banking EFT Platform or Recording into Cheque Issued and requesting requisite Approvals.		Senior Accountant  Manager, Finance
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**EXCEPTIONS TO THE NORMAL FLOWS**

Title	No.	Description	Time	Actor
Suppliers failure to submit the requisite supporting documentation	1	Payment process put on hold until the requested supporting documentation is presented	N/A	Principal Accountant  Manager Finance  Director-General

**Process Maps/Visuals**

Business process flowcharts/ swim lanes/screen shots



