

Observations:

- Outgoing vendor payments are originated monthly; one control person reviews all payments before being initiated and transmitted
- Manual steps needed to generate and follow-up on outgoing ACH payments, including confirming payment receipt, calling for confirmation #s, saving and pushing remittances
- Manual processes to initiate check payments, using a separate, dedicated check printer to print checks on blank check stock
- Incoming payments deposited at local bank branch, not quite daily
- Inconsistent mail delivery and manual deposit prep practices create challenges for A/R staff