

# New Accounts Payable Process

Presented by the Town of Allenstown LEAN Team:

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# LEAN Management Process

- LEAN used by Manufacturing Sector, developed by Toyota.
- Program to examine the production process for waste.
- Well developed program by the State of New Hampshire.
- Catching on in some municipalities in NH such as Durham and Bedford.

# Review of Present Process

# Assessment of Accounts Payable process

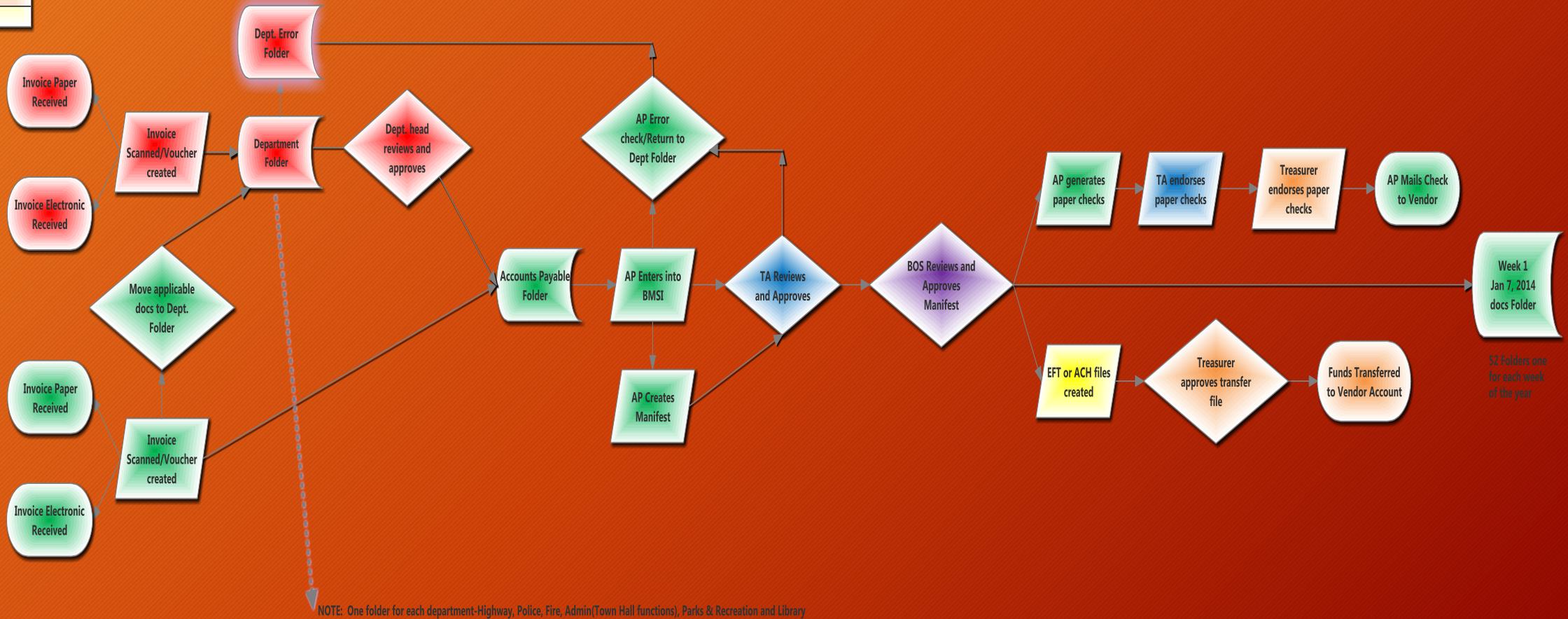
- The present process is inefficient.
- Considerable time and staffing resources wasted.
- Late fees are a common occurrence due to the lengthy cumbersome process.
- Limited access to process by Dept. Heads in terms of tracking.

# New AP Process

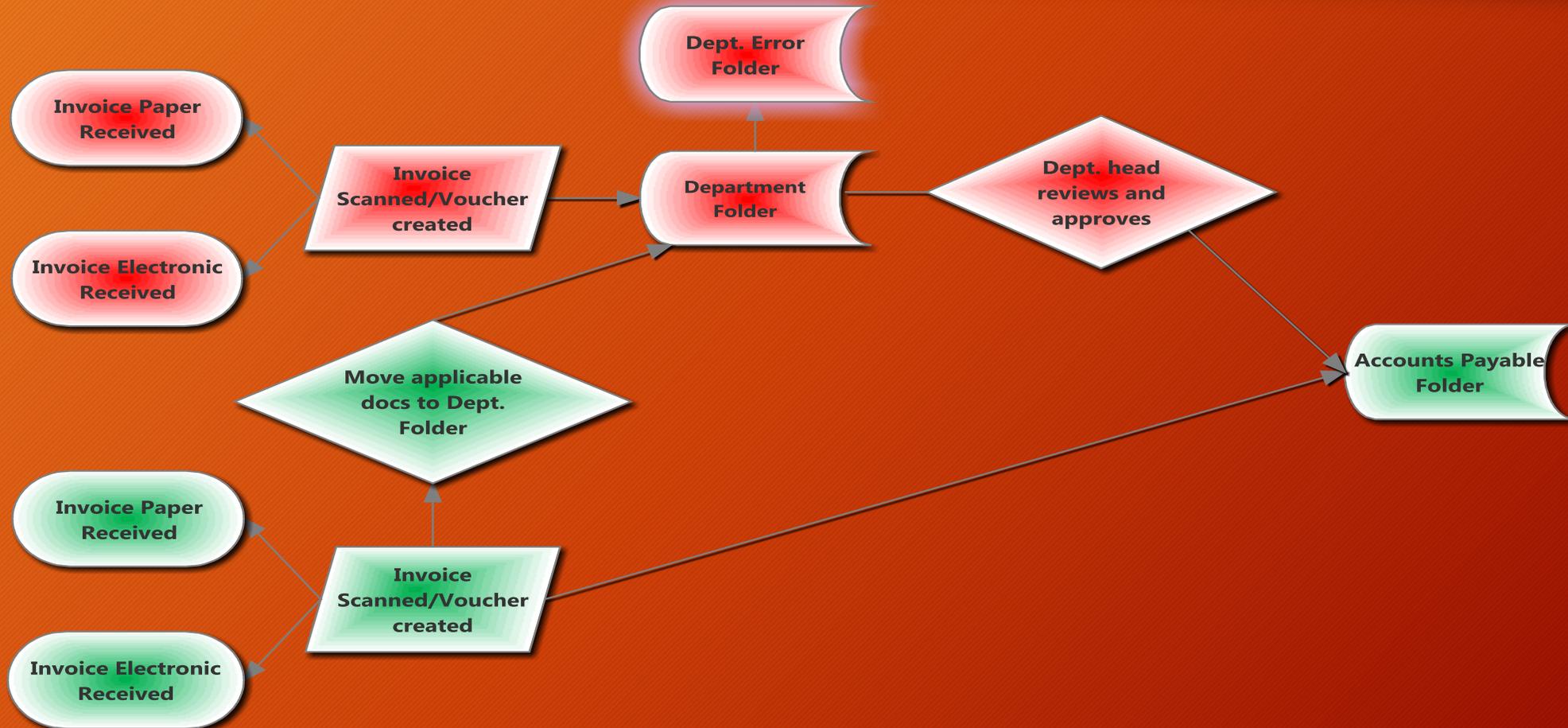
- Cloud Server key component
- Electronic Signatures
- Electronic Documents (POs, Vouchers, Invoices)
- Electronic Payments
- GOAL-reduce/eliminate paper and create electronic records that are easily searchable.
- Faster more accountable process that can be tracked by departments.

# Accounts Payable Process

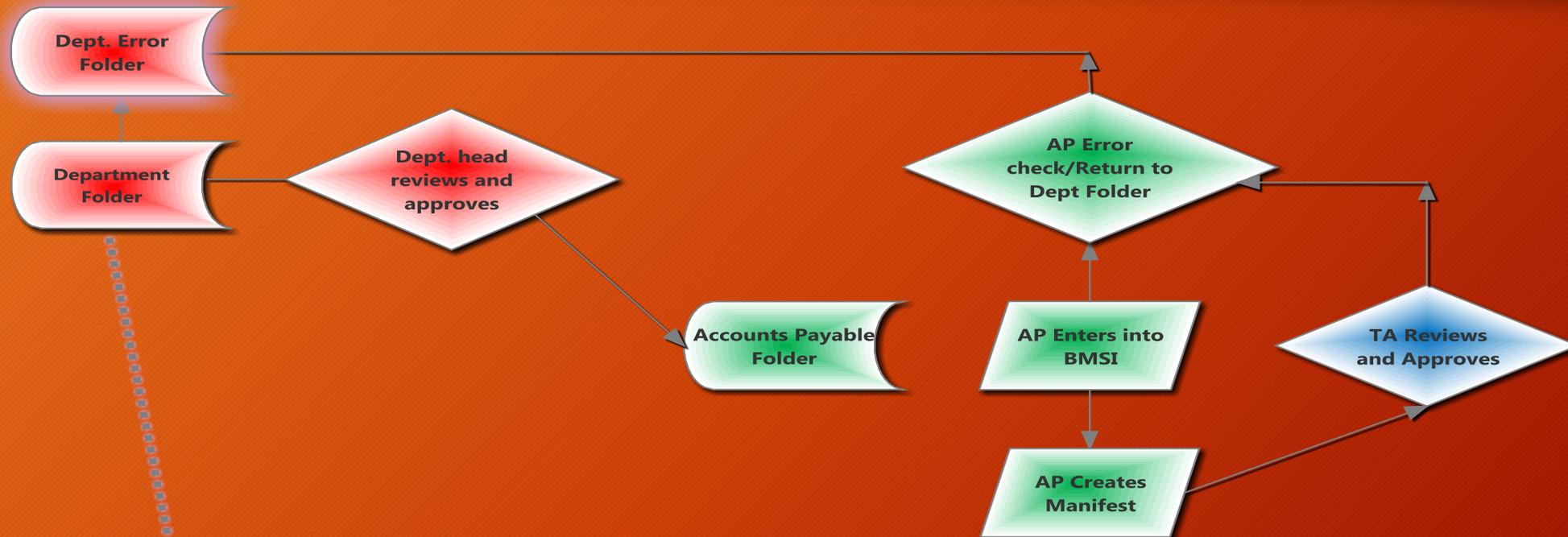
Department	
Accounts Payable	
Town Administrator	
Board of Selectmen	
Treasurer	
Finance	



# Phase 1

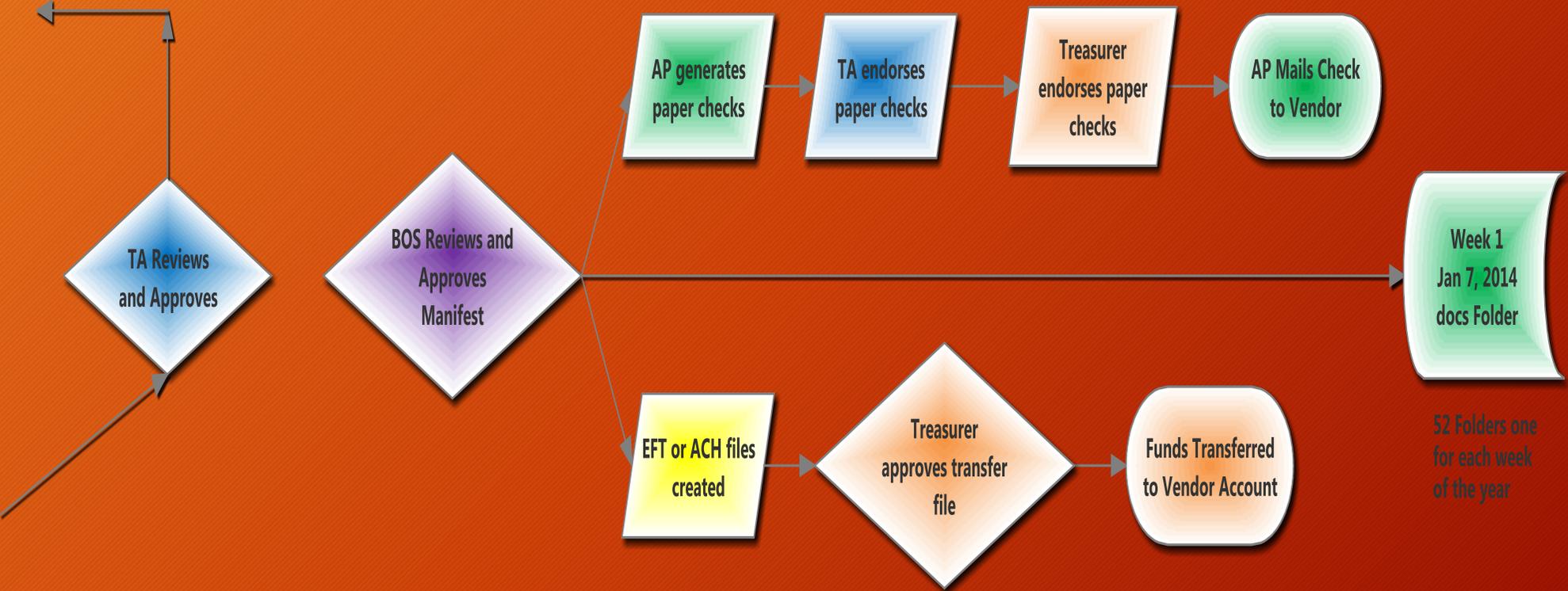


# Phase 2



NOTE: One folder for each department-Highway, Police, Fire, Admin(Town Hall functions), Parks & Recreation and Library

# Phase 3



# Invoice Tracking

- Departments on the cloud server will have access to view the process folders.
- Process folders are easily searchable using standard file search tools.
- Departments on the cloud server will be able to view combined invoices such as utility bills, etc...