



Annex VIII. Process Documentation Guide

 REPUBLIC OF KENYA				
Institution/Organization Name:		Kenya School of Law		
Affiliations; Ministry / Department/ County/Parent Company:		Office of the Attorney General & Department of Justice (OAG & DOJ)		
Economic Sector Alignment:		N/A. Since we fall under Political Sector in the Vision 2030		
Big 4 Alignment:		N/A. Since we are an enabler of big 4 agenda in capacity development		
Accounting Officer:		Dr. Henry K. Mutai		
Period: FY		2021/22		
Process Documentation				
Service Name	Payment of goods, services and works offered to the School			
Brief Description Document Purpose/service	To ensure timely and accurately processing of suppliers' invoices and subsequent posting of the payments in the accounting system.			
Document Control: Change Record/ Version Number	KSL/QMS/FIN 03/01			
Process Owner: Name and Position	Principal Accountant			
Process Writer (s); Name and Position	1. Principal Accountant 2.			
Process Reviewer (s) Name and Position	1. Management Representative 2.			
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Generating of a payment voucher	5	Accounts Assistant	
2.	Posting of the voucher in Accounting system	1	Assistant Accountant	
3.	Examination of the payment voucher	1	Accountant	
4.	Approval /Authorisation of the payment voucher	2	PA/Director	
5.	Writing of the cheque and Online Payment and Approval.	2	PA/Director	
6.	Dispatch of the Cheque to customer/Notifying client on online payment.	5	Accounts Assistant	
(Add rows where necessary)				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor

Late payment of suppliers	1.	Late submission of invoices from suppliers and supply chain	7	Accountant /PA/Director or
		Closure of the year; financial and calendar year		Accountant /PA/Director or

(if any other, add rows)

Process Maps/Visuals

ACTIVITY	RESPONSIBILITY
	Accounts assistant
	Assistant accountant
	Accountant
	Principal Accountant/Director
	Principal Accountant/Director
	Principal Accountant/Director
	Accounts assistant