

# Vendor and Payables Rhythm Board

## Use the method

Put vendor bills and payment decisions on a regular review rhythm. Use this when bills arrive in multiple places or automatic payments create surprises. The result is a due-date board with verified amounts, approval, and payment evidence. The board helps organize work; it does not decide which contractual obligations can be postponed.

- 1. Collect bills and commitments.** Record vendor, bill ID, amount, due date, agreed terms, and evidence location. Flag expected bills that have not arrived; label estimates clearly.
- 2. Validate the bill.** Check delivery or receipt of the agreed goods or service, amount, duplicate bill IDs, and previous payment records. Keep questioned bills visible with a resolution owner.
- 3. Verify payment details.** Use an established trusted contact channel to verify unexpected bank-detail changes. Do not rely only on the message requesting the change.
- 4. Review the schedule.** Arrange by due date. Identify automatic payments and their expected dates so they are not also paid manually. Compare the scheduled outflow with current cash information.
- 5. Approve and act.** Record the authorized decision, payment owner, planned date, and method reference. If funds or approval are missing, raise the issue before the due date and document any agreed change.
- 6. Confirm and reconcile.** Record the actual payment date, amount, and confirmation reference. Check bank posting and remaining balance; investigate failed or duplicate payments. Preserve bill and approval evidence.

## Worked example

Illustrative board: hosting \$60 due October 2 by automatic payment; materials bill V-211 for \$420 due October 4 by approved manual payment. The planned outflow is \$480.

The owner verifies the materials arrived and checks V-211 has not already been paid. A separate \$100 expected bill is labeled estimate, not confirmed payable.

A vendor email requests a different bank account. The owner pauses that payment and calls the known vendor contact using the existing contact record. The change is verified before the approval record is updated.

After payment, the owner records the confirmation and checks bank posting. The hosting bill is marked automatic to prevent a second manual payment. An insufficient balance triggers a decision and vendor communication rather than a silent delay.

### Before you put it to work

- ☐ Confirmed bills are separated from estimates and disputes.
- ☐ Automatic payments are identified before manual payment.
- ☐ Approval and unusual payment-detail changes are verified.
- ☐ Payment status is supported by evidence and bank posting.

### If the problem keeps returning

If bills repeatedly arrive late, establish one intake location and a review owner. Compare recurring commitments with the board at each review so missing invoices do not disappear from view.

### Connect the tools

Use MF-03 for cash position and MF-08 for planned outflows.

# Working worksheet

Name or team \_\_\_\_\_ Date \_\_\_\_\_

## Scope and setup

Review date, owner, bill intake location, approval role, and next scheduled payment review.

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## Reusable record

| Vendor and bill | Amount | Due date | Auto or manual | Approval and planned date | Status and evidence |
|-----------------|--------|----------|----------------|---------------------------|---------------------|
|                 |        |          |                |                           |                     |
|                 |        |          |                |                           |                     |
|                 |        |          |                |                           |                     |
|                 |        |          |                |                           |                     |
|                 |        |          |                |                           |                     |
|                 |        |          |                |                           |                     |

Duplicate rows or this worksheet for additional records.

Use your own records. The examples on page 2 are illustrative. Continue on a duplicate worksheet when you need more space.

# Complete and review

## Exceptions

Missing bill, dispute, changed payment details, unavailable funds or approval; owner and resolution date.

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## Payment schedule check

Confirmed planned outflow, estimates shown separately, cash source date, and decision needed before payment.

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## Payment verification

Bill ID, actual amount and date, confirmation reference, bank posting, remaining balance, and next review.

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## Review after use

What bill almost became a surprise? \_\_\_\_\_

Was any payment duplicated or unmatched? \_\_\_\_\_

What intake or verification step needs repair? \_\_\_\_\_

Next action \_\_\_\_\_ Owner \_\_\_\_\_ Due \_\_\_\_\_