

# SOP Template: Data Entry of Approved Expenses into Accounting System

This SOP details the process for **data entry of approved expenses** into the accounting system, ensuring accuracy and consistency in financial records. It covers the verification of expense approvals, entry of expense details, categorization of expenses, timely posting to the accounting software, and reconciliation procedures to maintain up-to-date and reliable financial data for reporting and auditing purposes.

## 1. Purpose

To ensure all approved expenses are accurately and promptly entered into the accounting system, supporting reliable financial reporting and audits.

## 2. Scope

This procedure applies to all staff responsible for entering approved expense records into the accounting system.

## 3. Responsibilities

- **Finance/Accounts Personnel:** Perform data entry and reconciliation tasks.
- **Supervisors:** Approve expense claims and review data entry for accuracy.

## 4. Procedure

1. **Verify Expense Approval:**
  - Ensure each expense claim has received all required approvals and documentation.
  - Check that supporting documents (receipts, invoices) are attached.
2. **Prepare for Data Entry:**
  - Log in to the accounting system with your authorized credentials.
  - Gather all approved expense documents for data entry.
3. **Enter Expense Details:**
  - Input expense date, description, amount, vendor, and other relevant details from source documents.
  - Assign the correct expense category/account code according to the chart of accounts.
  - Check for duplicate entries before submission.
4. **Attach Documentation (if system allows):**
  - Upload digital copies of approvals, receipts, or invoices to the appropriate expense entry.
5. **Review & Submit:**
  - Review the inputted data for completeness and accuracy.
  - Submit the entry for posting as per organizational protocol.
6. **Reconciliation:**
  - Periodically compare entered expenses with approval logs to ensure all items are accounted for.
  - Resolve any discrepancies immediately and document any adjustments.
7. **Backup & Security:**
  - Ensure that financial data is backed up regularly according to IT policy.
  - Maintain confidentiality and security of financial records.

## 5. Records

- Expense approval forms
- Entered expense records in accounting software
- Reconciliation reports

## 6. Review & Updates

This SOP should be reviewed annually or as needed to reflect changes in process, technology, or policy.