DOCUMENT FLOWCHART

Purpose: To show how an invoice (a document) moves through the stages of processing within a company.

```
                                    A vendor creates          START
                                    and sends an        ◄──
                                    invoice.
                                         │
                                         ▼
The invoice goes to        A team member        The accounting
the "payment"      ◄── YES ◄── checks for   ◄── department receives
processing" stage.         accuracy.              the invoice.
     │                          │
     ▼                          ▼
The approved                   NO
invoice is scheduled            │
for payment.                    │
     │                          ▼
     ▼
After payment,     ──────────► END
the invoice is
filed in the
accounting
records.
```

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