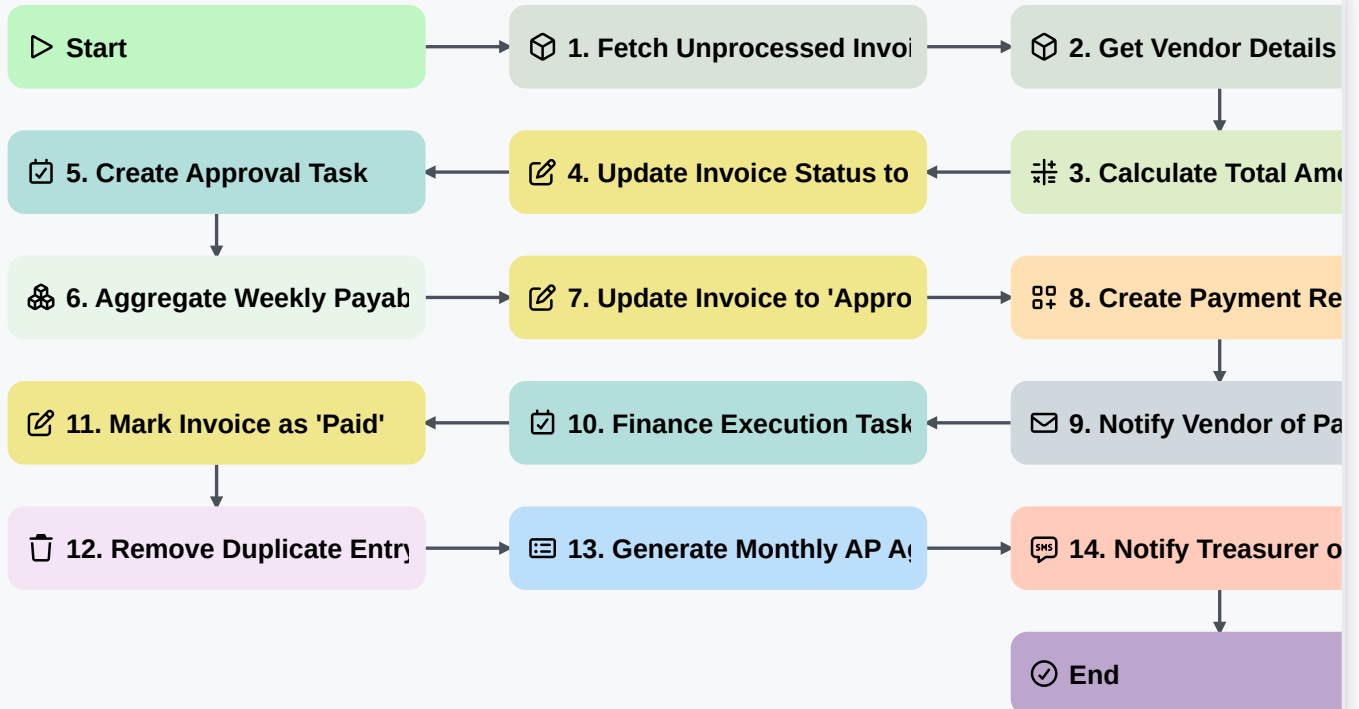


Accounts Payable Automation Workflow



Start

Start of the Workflow/Process.

1. Fetch Unprocessed Invoices

Retrieve all invoice entries from the Invoices data model where status is 'Pending'.

2. Get Vendor Details

Fetch vendor contact information and payment terms from the Vendors data model based on the invoice vendor ID.

3. Calculate Total Amount Due

Sum the subtotal, tax, and shipping fees from the invoice entry to calculate the final payable amount.

4. Update Invoice Status to 'Reviewing'

Update the status of the retrieved invoice entry to 'In Review' to prevent duplicate processing.

5. Create Approval Task

Create a task for the Department Manager to review and approve the pending invoice.

6. Aggregate Weekly Payable Total

Sum the 'Total Amount' property of all approved invoices for the current week to calculate liquidity requirements.

7. Update Invoice to 'Approved'

Change the invoice status to 'Approved' once the manager completes the approval task.

8. Create Payment Record

Create a new entry in the Payments data model containing the approved amount, vendor, and scheduled date.

9. Notify Vendor of Payment

Send an email to the vendor's email address notifying them that their payment has been scheduled.

10. Finance Execution Task

Create a task for the Accounts Payable Clerk to execute the bank transfer.

11. Mark Invoice as 'Paid'

Update the invoice entry status to 'Paid' and record the transaction date.

12. Remove Duplicate Entry

Delete any identified duplicate invoice entries from the system.

13. Generate Monthly AP Aging Report

Generate a summary report of all unpaid invoices categorized by age (30, 60, 90 days).

14. Notify Treasurer of High Value Payment

Send an SMS alert to the Treasurer if a single payment exceeds a predefined threshold.

End

End of the Workflow/Process.