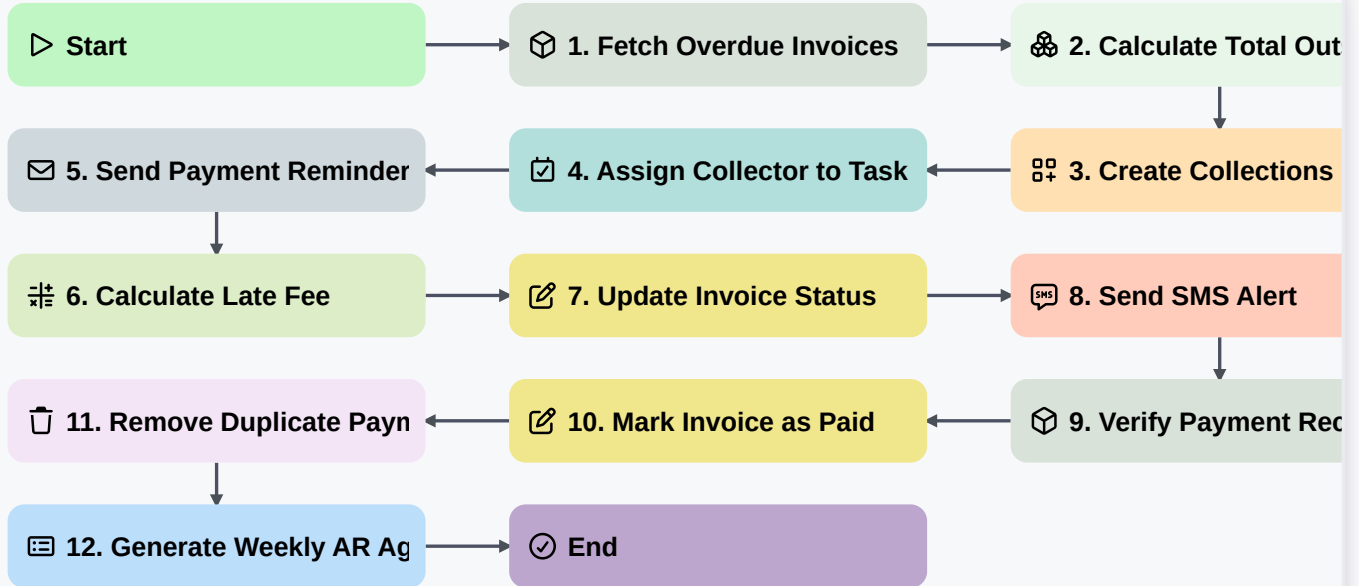


Accounts Receivable Management Process



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Overdue Invoices

Retrieve all entries from the Invoices data model where status is 'unpaid' and due date is passed.

🔗 2. Calculate Total Outstanding Balance

Sum the 'amount_due' property of all retrieved overdue invoices.

📦 3. Create Collections Batch

Create a new entry in the Collections Batch data model containing the total amount and date.

📋 4. Assign Collector to Task

Create a task for the Accounts Receivable Clerk to review the identified overdue batch.

✉️ 5. Send Payment Reminder

Send an automated email to the customer's contact email address regarding the overdue invoice.

🔗 6. Calculate Late Fee

Calculate the late fee amount by multiplying the invoice amount by the predefined late fee percentage.

7. Update Invoice Status

Update the status of the specific invoice entry to 'Under Collection'.

8. Send SMS Alert

Send an SMS notification to the customer's registered mobile number for high-priority overdue amounts.

9. Verify Payment Receipt

Check the Payments data model for any new entries matching the invoice reference number.

10. Mark Invoice as Paid

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

11. Remove Duplicate Payment Entries

Delete any identified duplicate entries in the Payments data model.

12. Generate Weekly AR Aging Report

Create a formal report summarizing all overdue, pending, and paid invoices for the weekly management review.

End

End of the Workflow/Process.