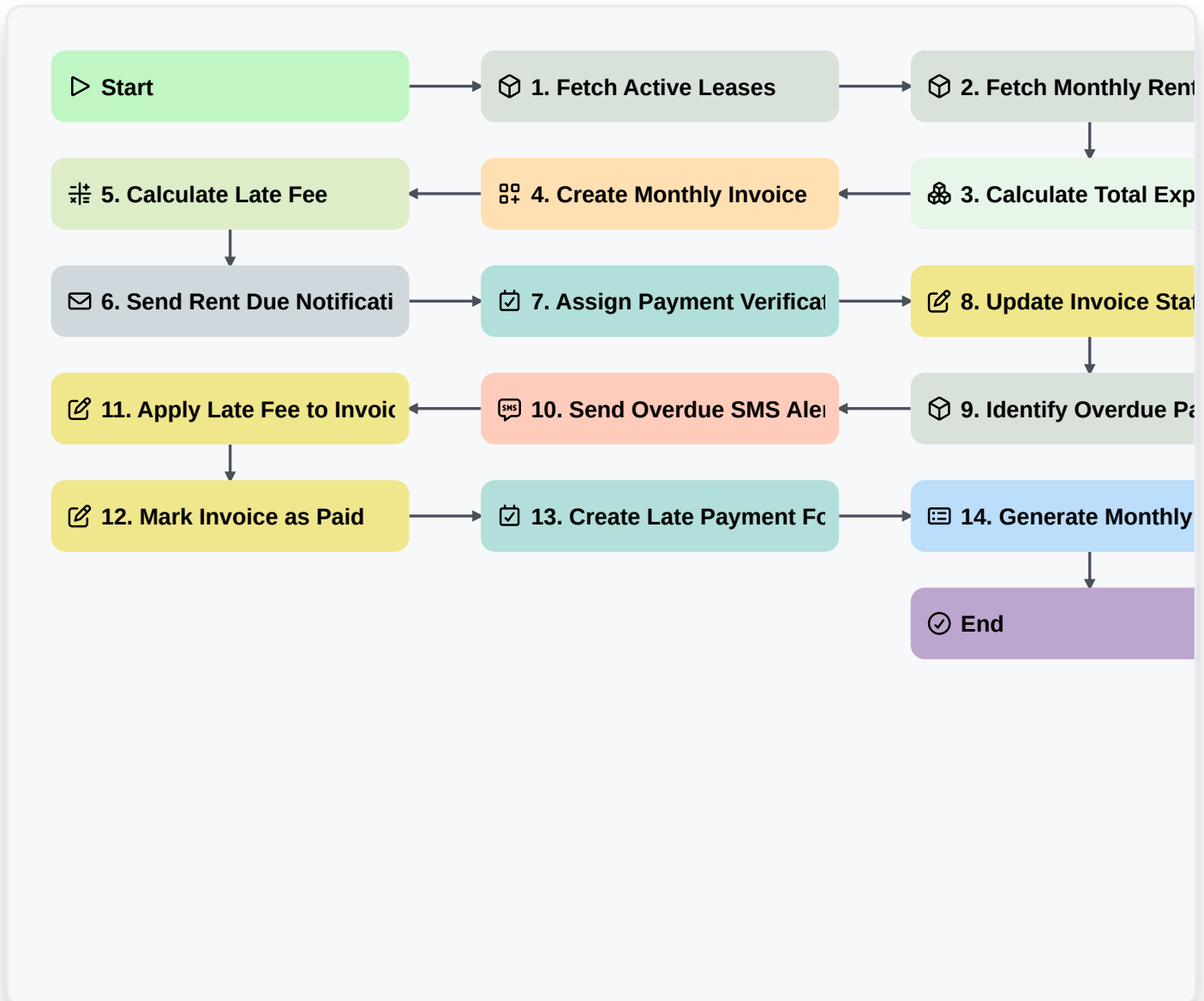


Automated Rent Collection And Payment Process



▶ Start

Start of the Workflow/Process.

📦 1. Fetch Active Leases

Retrieve all entries from the 'Lease' data model where the status is 'Active'.

📦 2. Fetch Monthly Rent Rates

Retrieve the 'Monthly_Rent' field from all active lease entries.

🔗 3. Calculate Total Expected Revenue

Sum the 'Monthly_Rent' values from all retrieved active leases to calculate total monthly inflow.

🔗 4. Create Monthly Invoice

Generate a new entry in the 'Invoices' data model for each lease, linking it to the corresponding Lease ID.

🔗 5. Calculate Late Fee

Apply a formula to the rent amount (e.g., $\text{Rent} * 0.05$) to determine the penalty if the due date has passed.



✉ **6. Send Rent Due Notification**

Send an automated email to the Tenant's email address notifying them that the invoice has been generated.

☑ **7. Assign Payment Verification Task**

Create a task for the 'Accountant' user to verify incoming bank transfers against the Invoice entries.

✎ **8. Update Invoice Status to 'Pending'**

Set the status of the newly created Invoice entries to 'Unpaid/Pending'.

📦 **9. Identify Overdue Payments**

Retrieve all Invoice entries where 'Status' is 'Unpaid' and 'Due_Date' is less than the current date.

📧 **10. Send Overdue SMS Alert**

Send a text message to the Tenant's phone number regarding the overdue balance.

✎ **11. Apply Late Fee to Invoice**

Update the 'Total_Amount' field in the Invoice entry to include the calculated late fee.

✎ **12. Mark Invoice as Paid**

Update the 'Status' of an Invoice entry to 'Paid' once the payment verification task is completed.

☑ **13. Create Late Payment Follow-up Task**

Create a task for the 'Property Manager' to contact tenants with payments overdue by more than 7 days.

📄 **14. Generate Monthly Collection Report**

Create a summary report showing Total Collected vs. Total Expected revenue for the month.

🏁 **End**

End of the Workflow/Process.