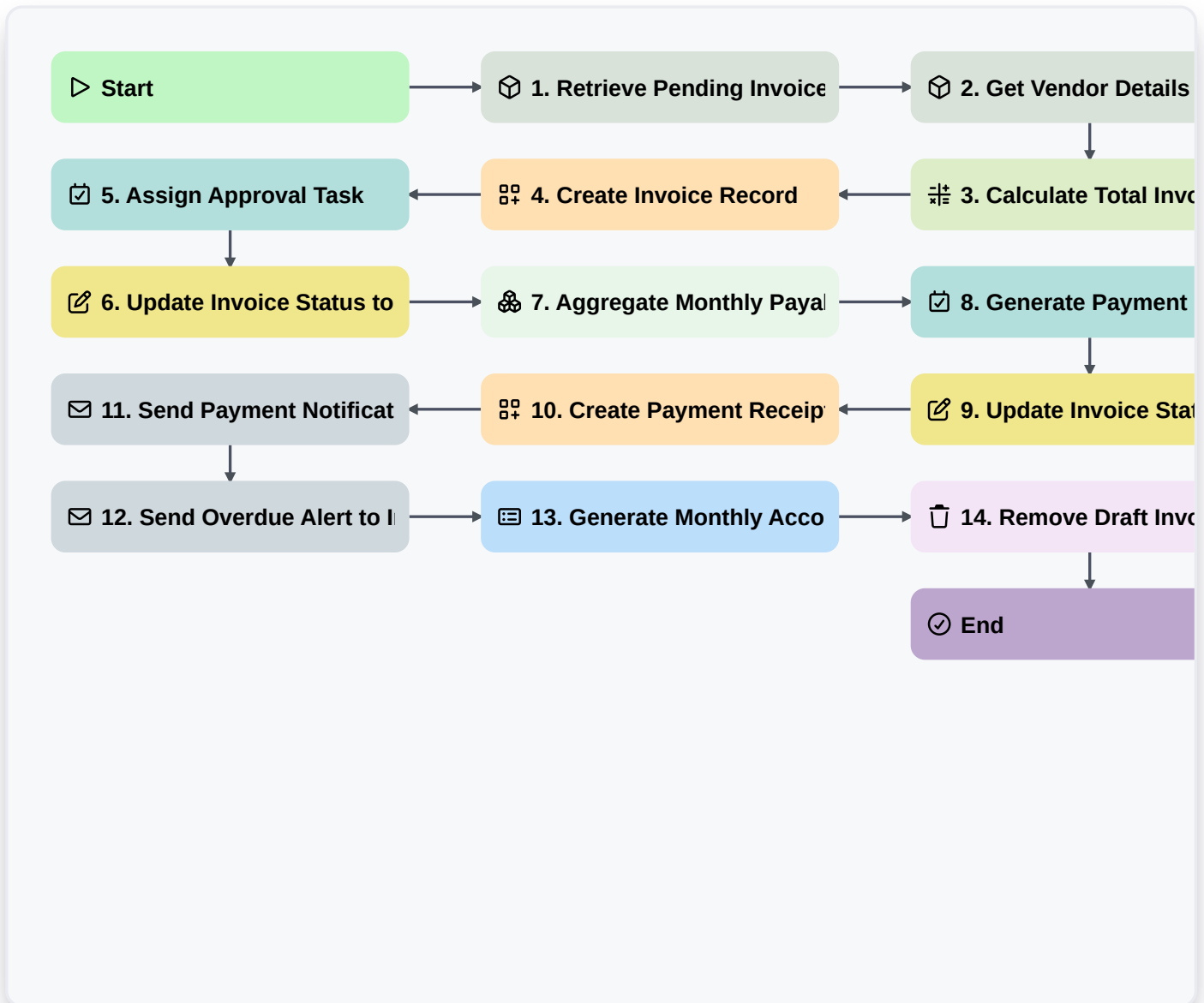


Invoicing And Payment Processing Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve Pending Invoices

Fetch all entries from the Invoice Data Model where status is 'Unpaid' or 'Draft'.

📦 2. Get Vendor Details

Retrieve vendor contact information and tax details from the Vendor Data Model.

🔢 3. Calculate Total Invoice Amount

Sum the line item amounts and add applicable tax and shipping fees.

🔢 4. Create Invoice Record

Generate a new entry in the Invoices Data Model with the calculated total and due date.

📋 5. Assign Approval Task

Create a task for the Finance Manager to review and approve the generated invoice.

📋 6. Update Invoice Status to 'Pending Approval'

Change the status field of the specific invoice entry to reflect it is awaiting review.



7. Aggregate Monthly Payable Total

Sum the total amounts of all invoices due within the current month for cash flow forecasting.

8. Generate Payment Instruction

Create a task for the Accounts Payable Clerk to initiate the bank transfer/payment.

9. Update Invoice Status to 'Paid'

Update the invoice entry status to 'Paid' once payment confirmation is received.

10. Create Payment Receipt

Create a new entry in the Payments Data Model to log the transaction date, amount, and method.

11. Send Payment Notification to Vendor

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

12. Send Overdue Alert to Internal Stakeholder

Send an email to the department head if an invoice remains unpaid past its due date.

13. Generate Monthly Accounts Payable Report

Create a summary report containing all processed, paid, and overdue invoices for the month.

14. Remove Draft Invoices

Delete any duplicate or erroneous draft entries created during the process.

End

End of the Workflow/Process.