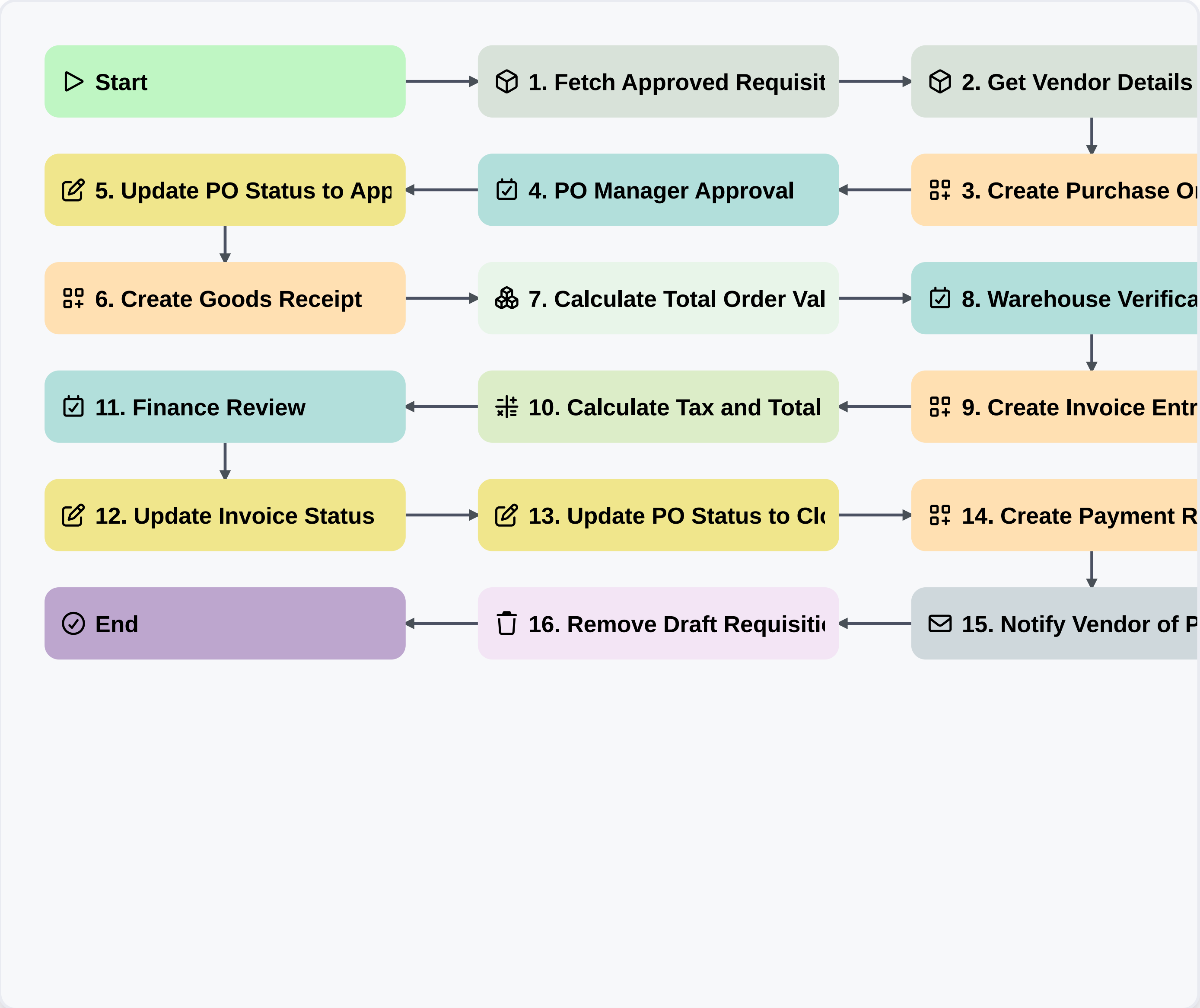
ChecklistGuro

Purchase Order To Payment Process



Start
Start of the Workflow/Process.

1. Fetch Approved Requisition
Retrieve the approved purchase requisition entry from the Requisition data model to initiate the process.

2. Get Vendor Details
Retrieve vendor information and payment terms from the Vendor data model based on the requisition.

3. Create Purchase Order
Generate a new entry in the Purchase Order data model using data from the requisition and vendor.

4. PO Manager Approval
Assign a task to the Purchasing Manager to review and approve the newly created Purchase Order.

5. Update PO Status to Approved
Update the status field of the Purchase Order entry to 'Approved' once the manager completes the task.

6. Create Goods Receipt
Create a Goods Receipt entry once the items are marked as delivered.

7. Calculate Total Order Value
Sum the line item totals from the Purchase Order entries to verify the total amount for payment.

8. Warehouse Verification
Assign a task to the Warehouse Clerk to verify that the physical goods received match the Purchase Order.

9. Create Invoice Entry
Create an Invoice entry in the Accounts Payable data model linked to the verified PO.

10. Calculate Tax and Total
Calculate the final payable amount by applying tax rates to the subtotal of the invoice.

11. Finance Review
Assign a task to the Finance Department to review the invoice against the Goods Receipt and PO.

12. Update Invoice Status
Update the Invoice entry status to 'Ready for Payment' after finance approval.

13. Update PO Status to Closed
Update the Purchase Order status to 'Closed' once the invoice is processed for payment.

14. Create Payment Record
Create a Payment transaction entry in the Finance data model.

15. Notify Vendor of Payment
Send an email to the vendor's contact address confirming that the payment has been processed.

16. Remove Draft Requisitions
Delete any old, unlinked draft requisition entries that were part of the process overflow.

End
End of the Workflow/Process.