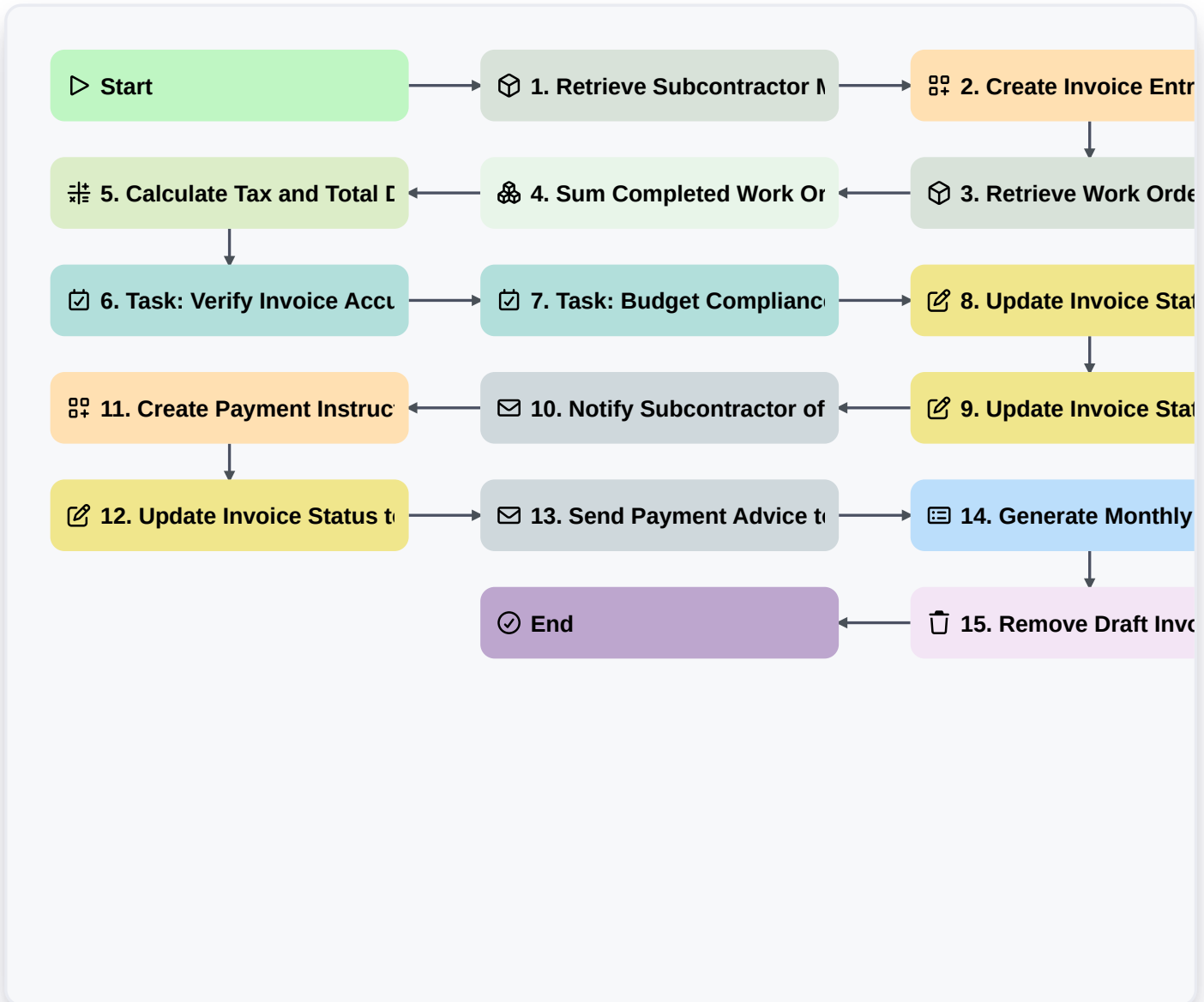


# Subcontractor Payment And Invoice Processing



## ▷ Start

Start of the Workflow/Process.

## 📦 1. Retrieve Subcontractor Master Data

Fetch subcontractor details (tax ID, payment terms, and bank info) from the Subcontractor Data Model.

## 📄 2. Create Invoice Entry

Generate a new Invoice record in the Invoices Data Model when a new billing cycle begins.

## 📦 3. Retrieve Work Orders

Get all approved Work Orders associated with the specific Subcontractor to verify billable work.

## 🔗 4. Sum Completed Work Order Totals

Aggregate the total cost of all completed Work Orders to validate against the submitted invoice amount.

## 📄 5. Calculate Tax and Total Due

Apply tax percentage to the subtotal and calculate the final total amount payable.

## 📄 6. Task: Verify Invoice Accuracy

Create a task for the Accounts Payable Clerk to verify that the invoice matches the work completed.



📌 **7. Task: Budget Compliance Check**

Create a task for the Project Manager to ensure the invoice does not exceed the project budget.

✍️ **8. Update Invoice Status to 'Under Review'**

Update the status field of the Invoice entry to reflect it is currently being audited.

✍️ **9. Update Invoice Status to 'Approved'**

Update the status field to 'Approved' once all validation tasks are completed.

✉️ **10. Notify Subcontractor of Approval**

Send an email to the subcontractor confirming their invoice has been approved for payment.

🔧 **11. Create Payment Instruction Entry**

Generate a new entry in the Payments Data Model to trigger the actual fund transfer.

✍️ **12. Update Invoice Status to 'Paid'**

Update the Invoice record to 'Paid' once the payment entry is processed.

✉️ **13. Send Payment Advice to Subcontractor**

Send an automated email containing the payment reference number and date to the subcontractor.

📄 **14. Generate Monthly Subcontractor Spend Report**

Create a summary report of all processed payments and outstanding liabilities for the month.

🗑️ **15. Remove Draft Invoices**

Delete any expired or duplicate draft invoice entries that were not progressed to review.

🏁 **End**

End of the Workflow/Process.