



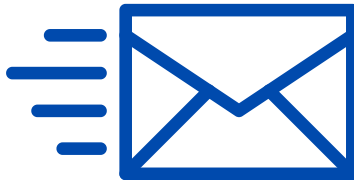
LP 365
LEASEPORTFOLIO

INVOICE APPROVALS WORKFLOW

INVOICE PROCESS

STEP -1

The Invoice line items gets auto populated in the invoice update module



STEP -2

On defined date an automated mail is sent to **the I** for concurrence and response

STEP-3

The Landlord fills in the rent info with necessary invoice attached.



STEP- 4

the invoices auto group as match and mismatch

Shud be caps

APPROVAL PROCESS



The matched invoices are to be sent to payment but it has to follow a defined approval flow by the team



The Mismatched invoices are to be addressed for resolution following the defined approval flow

APPROVAL TEAM – ACCOUNTS



VP - Accounts / Finance (HQ level)



Sr. Manager - Accounts



Manager - Accounts



Executive - Accounts



Region level

MATCH INVOICES



spell error



Executive - Accounts

Verifies the match invoices and once done, it is listed in the Manager / Sr. manager screen.

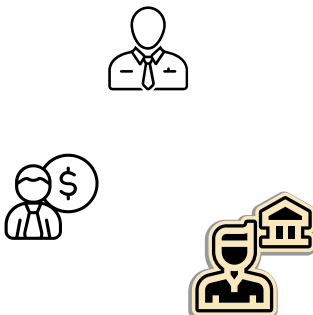
Manager - Accounts

Approves the list of invoices and it proceeds for Payment. If he **Rejects**, he enters the comments and further it is reverted to Executive screen for review . The Sr. manager can very well add his comments as inputs for necessary resolution.



Sr.manager - Accounts

Once the **Rejected** invoices are reworked for resolution - the Executive **verifies** and it is listed in both manager and sr.manager screen - the Manager **approves** at first and the Sr.manager approves next for payment processing



MISMATCH INVOICES



Executive - Accounts

Verifiies the Mismatch invoices and once done, it is listed in the Manager / Sr. manager screen.



Manager - Accounts

Approves the list of invoices and it is moved for Sr. Manager's approval, If the Manager Rejects the mismatch invoices, it is sent for review to executive and follows the same approval process



Sr.manager - Accounts

Sr. Manager approves and further proceeds for payment. If he Rejects, It is routed back to Executive along with comments for further resolution.

Those line items which are not resolved within a defined date of the given month, the Executive , adds his final comments and moves to provisions accordingly.

PROVISION INVOICES



All Provision Invoices are Listed for Executive / Manager and Sr. manager screens - The provision update screen will have necessary filter options along with comments tracking for effective understanding and closure.

Caps

All Provisions which Cross 90 days can be highlighted red for necessary attention and closing

For genuine reasons, any invoice which cross 90 days can be kept hold after proper approval from Sr.manager , which is initiated by Executive , verified by manager.

The VP - Accounts / Finance at the HQ level can able to track all the happenings from their login with necessary report generation options / Filtered with necessary filters including zone wise.