

## Submitted Invoice Process

- Invoice automatically links to a maintenance job if the given ID matches an existing maintenance job.
- An invoice cannot be added without a lettings or sales property being linked.
- A note is added to the linked maintenance job when an invoice is accepted or rejected.
- On “Authorise”, the system will:
  - Check for a landlord or vendor on the linked property.
    - If not present, you cannot continue.
  - Check that the amount of the invoice is not greater than “Approved Spend” on the maintenance job (If linked).
  - If no maintenance job is linked, the system will create a new maintenance job.
  - Apply the deduction to the landlord or vendor.
  - Change the state of the invoice to “Authorised – Deduction Paid”.
  - Close the maintenance job.
  - Record the closed date and staff as a note on the maintenance job.
- On “Reject”, the system will:
  - Change the state of the invoice to “Rejected – Not Paid”.
  - Record the date and staff who rejected the invoice on the maintenance job (If linked).