



!!FIX YOUR COMPLIANCE ALERT RIGHT NOW!!

Repeated Compliance Alerts are not a good thing. There are only three possible excuses:

"I don't know how to do it - please train me more."

IR NEEDS ATTENTION

What is the Compliance Alert?

A purchase order or invoice register item cannot be paid and needs attention.

Why did I receive this Alert?

A purchase order or invoice register item needs a next step in order to process payment. This indicates a change order or receiving is needed for a PO or an IR needs approval.

NOTE: Redbot gives a 9-day grace period from the date the invoice is entered or modified in Payscan. Redbot will not alert for a Change Order if it is within the 20% less than \$100 threshold.

How do I resolve the Alert today?

Redbot will denote the culprit as Needs PO (meaning the PO needs attention) or Change Order (meaning a change order is needed)

- From the Payscan Data Entry or Payscan Property Mgr role:
 - Invoice Register > Invoice Register Dashboard. Select Submit.
- Invoice Amounts that are **RED** are the ones that the PO needs attention.
- Invoice Amounts that are **BLACK** are IR that needs approval (such as phone bill) or the PO is only partially received.
- Page 2 will provide additional images and details to help quickly identify the IR need.

Summarize By

Details

Expense Type

Operating
Marketing
Capital

Post Month

To

Open Batches

Inv. Date

To

Approved

Due Date

To

No Data Entered

Batch Desc.

Created By

Rejected

Invoice Status

Order By

POs Attached

Priority

Hold Approval

Batch

gateway

Payee

PO#

Work Flow

Workflow Step

Submit

Clear

New

Help

Invoice Register

Select All(Post)

Create Payable Batch

Select All(PDF)

Export Images

Ctrl. No.	Invoice Number	Payee	Post Month	Invoice Date	Invoice Amount	Property	Invoice Status
362142	010647	Titosinc (titosinc)	08/2021	05/18/2021	300.00	gateway	Workflow in progress
362143	0107402	Titosinc (titosinc)	08/2021	08/03/2021	50.00	gateway	Workflow in progress
362144	010592	Titosinc (titosinc)	08/2021	05/11/2021	100.00	gateway	Workflow in progress
362145	010546	Titosinc (titosinc)	08/2021	05/03/2021	135.00	gateway	Workflow in progress

How do I make sure I never get this Alert again?

Ensure POs are inputted based on comprehensive quotes, approve POs prior to ordering or allowing a vendor to begin work, receive POs as products and services are received by the property and routinely check the IR Dashboard for new items that need your attention.

Example: Redbot Culprit 363263 CHANGE ORDER

Invoice Register

Jump To

Payee

hd

Payment Status

Display Type

payable

Payee Info

HD Supply Facilities,(P.O. Box 509058 San Diego) 8007988888

Type

Invoice

Batch

Batch 104355

PO

Payment Method

Check

Id

Ctrl 363263

Invoice #

9194424078

Approved By

Invoice Status

Matched

Expense Type

PO

Priority

Navigation

<< >> Save Step and Next

Total Amount

248.46

Cash Acct

1020-0000

Workflow

Purchase Order-Approved

Invoice Date

08/16/2021

AP Acct

2020-0000

Status

InProcess

Post Month

08/2021

Notes

:SiteStuff invoice #52295833, PO #254256

Current Step

Need Approval

Due Date

09/15/2021

From Date

Next Step

To Date

Created by

dbo on 08/18/2021 5:26 AM. (never modified)

Save

New

Delete

Help

Validate

Details

Payee Info

Workflow

Approvers

Images

Distribute

View POs

More Rows

Clear Rows

Check Budget

Entity	Amount	Account	Notes	Cash Acct	A/P Acct	PO
walden	227.42	4330-0000	has already been paid *PO	1020-0000	2020-0000	254256
	227.42					

- Note the Total Amount (Invoice Amount) does NOT match the PO amount at the bottom of the Details. This indicates a Change Order is needed.
- Click on the blue hyperlink for PO. A pop-up screen will appear with the Purchase Order. From there, proceed with entering a Change Order as normal.
- Once the Change Order is approved and receive, return to the IR select **VALIDATE**.

Example: Redbot Culprit 363087 NEEDS PO

Expense Type: PO

- If the IR Details only reflects Invoice Tax and the PO hyperlink is not there, this indicates that the PO has not been received.
- Click on Images to view the Invoice and find the associated PO#. You'll need to leave the dashboard to Review PO and receive as normal.
- Once received, return to the IR and click **VALIDATE**. The PO details will populate
- **NOTE: All POs must be approved in order for an IR to be initiated, so approval is not the Next Step needed.**
- **If a Credit PO is needed**, you must enter as a CO so that it will be linked to the parent PO and the IR will recognize it. *TIP:* You'll know a Credit PO is needed when the IR Dashboard reflects a negative amount.

[illegible]

Example: Redbot Culprit 217680 NEEDS PO

Invoice Register

Payee: guardiansys
Payee Info: Guardian Systems,(1088 Courier Place Smyrna) 6154591040
PO:
Invoice #: 214912
Expense Type: Operating
Total Amount: 110.00
Invoice Date: 10/16/2017
Post Month: 11/2017
Due Date: 11/15/2017
From Date:
To Date:
Payment Status:
Type: Invoice
Payment Method: Check
Approved By:
Priority:
Cash Acct: 1020-0000
AP Acct: 2020-0000
Display Type: payable
Batch: Batch 59627
Id: Ctrl 217680
Invoice Status: Workflow
Navigation: << >> Save Step and Next
Workflow: Operating Invoice
Current Step: Property Mgr Review
Next Step:
Notes:
Save New

Details Payee Info

Distribute View POs

Entity	Amount
nashhick	110

Expense Type: Operating

- If the Current Step reflects "Property Mgr Review", the IR needs the Next Step approval.
- Select the Next Step from the drop-down menu to move the IR to next level approver.
- **NOTE:** Approval is only needed when it is an invoice that does not go through the PO process, such as recurring invoices and marketing ads.
- **Recurring invoices that do not require a PO:** utilities, routine pest control, appliance rental, water rental, furniture rental, copier rental.
 - Anything above normal services, such as bed bug treatment, copier supplies, etc. DO require a PO.
 - Recurring Exception: Landscaping always requires a PO.

How to Resolve if the IR is Not Valid

Example of a Non-Valid IR would be the invoice is higher than the amount agreed, and the vendor will need to submit a new, corrected invoice.

Invoice Register

Payee: rotoloc
Payee Info: Rotolo Consultants, Inc., (894 Robert Blv Slidell) 9856432427
PO:
Invoice #: 0519657-1-TV
Expense Type: PO
Total Amount: 1,530.55
Invoice Date: 05/29/2019
Post Month: 05/2019
Due Date: 05/30/2019
From Date:
To Date:
Payment Status:
Type: Invoice
Payment Method: Check
Approved By:
Priority:
Cash Acct: 1020-0000
AP Acct: 2020-0000
Display Type: payable
Batch: Batch 83594
Id: Ctrl 277721
Invoice Status: Workflow
Navigation: << >> Save Step and Next
Workflow: Purchase Order-Approved
Status: InProcess
Current Step: Need Approval
Next Step: reject
Notes: Install annual color at entrance gate and leasing office
Created by messard on 05/30/2019 10:34 AM.
Modified by jmaddock on 05/30/2019 7:10 PM.
Save New Delete Help Validate

Under Next Step

- Select Reject
- Save

NOTE: Utilize the Notes text box to communicate and record updates to the IR.