BLUEPRINT

!!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.
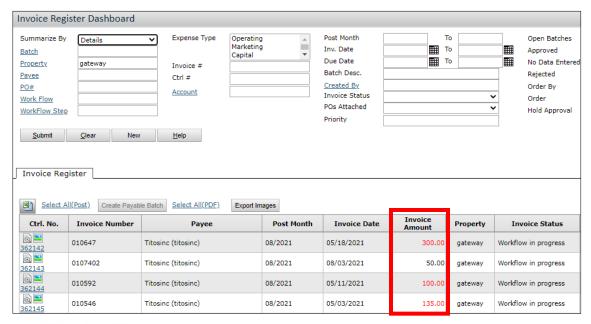
Why did I receive this Alert?

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.
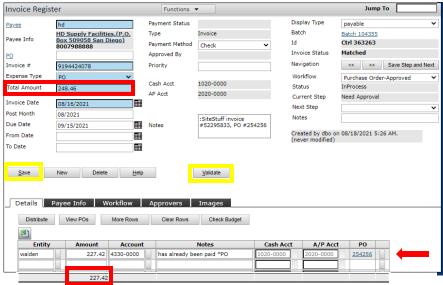
Invoice Register Dashboard

Summarize By	Details	Expense Type	Operating / Marketing / Capital	Post Month		To		Open Batches
Batch				Inv. Date		To		Approved
Property	gateway	Invoice #		Due Date		To		No Data Entered
Payee		Ctrl #		Batch Desc.				Rejected
PO#		Account		Created By				Order By
Work Flow				Invoice Status				Order
WorkFlow Step				POs Attached				Hold Approval
				Priority				

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

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PROPERTIES

REV 8/19/21

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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.
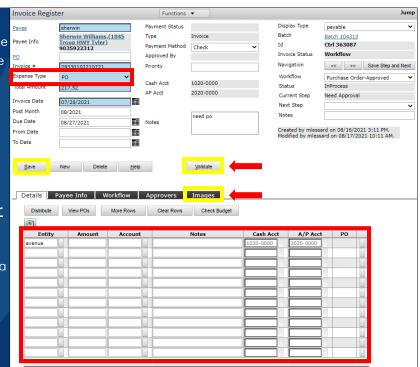
Example: Redbot Culprit 363263 CHANGE ORDER

- 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**.

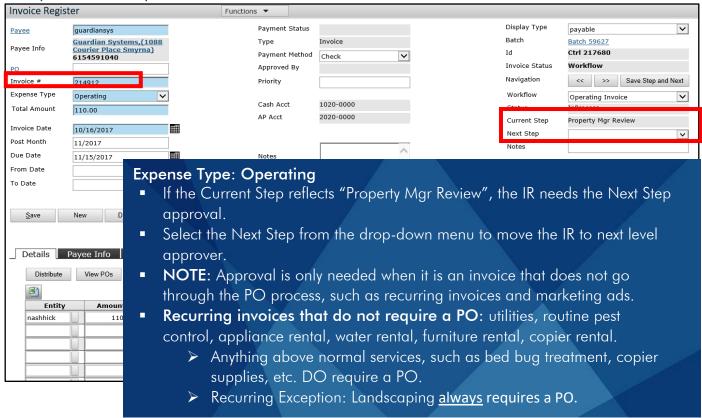### Example: Redbot Culprit 363087 NEEDS PO

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.

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Example: Redbot Culprit 217680 NEEDS PO

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 <u>always</u> 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.

Under Next Step

- Select Reject
- Save

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