Jeremy Perry

CIS 233

Lab 7

Receive Invoice:

The contractor will submit their invoice to the accounting department. An accountant will enter the invoice’s information into the system. If the invoice is payable against the contract, the system will automatically alert the accounts payable department to issue the check.

If there is an irregularity between the invoice and the contract, the system will automatically notify the contract department to take action. If the contract needs to be modified, the system will instantly forward the information to Dave Spencer for approval. Once the reconciliation process is done, the system will alert the accounts payable department to issue the check.

The accounts payable department will update the system once the check has be disbursed.