



Steps Taken (Flow Of Steps To Solve The Problem)

1. Begin:
2. Put the sign "Start" at the top of the flowchart.
3. Email and Shared Drive Tracking:
4. To indicate keeping an eye out for new invoices on the shared drive or mailbox, use a process symbol.
5. Conclusion: Is there a fresh bill?
6. Indeed: Received Invoice
7. Go on to the following action.
8. No: No Invoice Was Sent.
9. Go back to the step of monitoring.
10. Extracting invoices:
11. To illustrate the data extraction process from the PDF invoice, use a process symbol.
12. Choice: Was the extraction a success?
13. Indeed, the data extraction process was successful.
14. Continue with the data cleansing and validation.
15. Conclusion: Are the data reliable?
16. No, Failure of Data Extraction
17. Send a notification or alert, or go back to the monitoring phase.
18. Should I choose manual intervention or try extraction again?
19. Validation and Cleaning of Data:
20. To symbolize the validation and cleaning of the extracted data, use a process symbol.
21. Conclusion: Is the data accurate and pristine?
22. Yes, the data is clean and valid.
23. Update the Daily Invoice Tracker now.
24. Choosing: Will there be any exclusions while updating?
25. No, Data Verification Was Ineffective
26. Send a notification or alert, or go back to the monitoring phase.
27. Choice: Should we try validation again or do it manually?
28. Update on the Daily Invoice Tracker:
29. To show that the tracker has been updated with the extracted details, use a process symbol.
30. Conclusion: Was the update successful?
31. Indeed: Successful Update
32. Move on to the audits and logging.
33. Choosing: Were there any logging-related exceptions?
34. No, Update Erroneous
35. Send a notification or alert, or go back to the monitoring phase.
36. Choose between a manual intervention and a retry update.
37. Record-keeping and Examination:
38. To symbolize logging and auditing tasks, use a process symbol.
39. Conclusion: Was the auditing and logging successful?
40. Yes, successful logging and auditing
41. Continue to the conclusion.
42. Choosing: Any systems for providing feedback or actions for ongoing improvement?
43. No, Failure of Logging and Auditing
44. Send a notification or alert, or go back to the monitoring phase.
45. Choice: Should I try again or do it by hand?
46. Finale:
47. Depict the flowchart's conclusion.