

AP/AR Day.

The Action Filters are the inbox. Payables first, because the Vendor's bill proves the Client's. Each line names the Action Filter, the click, and the data point that proves it happened. The platform generates and approves; your accounting system pays.

Morning, accounts payable.

#	DO THIS	ACTION FILTER	THE CLICK	PROOF IT HAPPENED
1	Vouch the new ones	Payables › Send	Open each Draft. Attachment tab: the Vendor's PDF. Match Custom ID, Site and dates, each line at or under its Trip NTE, total equals Amount Due. Then SAVE AND APPROVE, or Save And Receive for a second pair of eyes.	Send at zero. Every approved one shows a Last Accounting Sync Date within five minutes.
2	Clear Review	Payables › Review	REVIEW opens the pane. APPROVE, or Reject with the reason typed, or Edit. Use the pager to walk the whole Action Filter without leaving the pane.	Review at zero. Rejected ones carry a reason on the Activity tab.
3	Chase Edit and Follow Up	Payables › Edit, Follow Up	Edit: the Vendor fixes it in the Vendor Portal, or you Edit it. Follow Up: a call to the Vendor who has not confirmed.	Every row left has a note dated today.
4	Read Pay	Payables › Pay	Nothing to click. Pay in accounting. PAY on the row only on an account with no accounting system connected.	Every Approved row has a Last Accounting Sync Date. Blank ones are the exception list.

Then accounts receivable.

#	DO THIS	ACTION FILTER	THE CLICK	PROOF IT HAPPENED
5	Send the new ones	Receivables › Send	Open each Draft. Resources shows the Work Order number, the description names the job, and Amount Due is at or under the Work Order NTE. SAVE AND SEND. Portal or CMMS Clients: Save and Mark as Sent.	Send at zero. Sent rows show a Last Accounting Sync Date.
6	Empty the top of Receive Payment	Receivables › Receive Payment	Sort by Issue Date. Anything Approved To Send from before today gets SEND, or Mark Sent. The Partially Paid rows below them finish in accounting.	No Approved To Send row older than today.
7	Fix Rejected	Receivables › Rejected	Activity tab for the Client's reason. Fix the cause on the Trip or the Work Order, Void, generate fresh, send.	Rejected at zero, or every row has an owner and a note.
8	Call Follow Up	Receivables › Follow Up	Sent Overdue, oldest first. The call, then a note with the promise date.	Every row has a note dated today.
9	Forward what should be forwarded	Payables list, any status	Row menu › Forward to Client. Apply Markup on, the margin typed, PROCEED TO FORWARD.	A Draft Receivable on the same Work Order, linked to the same Trips.

The rules that do not bend.

RULE	WHY
Nothing unverified.	Generate Payable on an unverified Trip returns nothing, and that is the control working. Send it back to the Verify Action Filter; do not key it by hand.
Void, never Delete.	Delete exists only on a Draft Receivable. Anything sent or approved gets Void, which keeps the number so accounting has no hole.
Custom ID is the Vendor's number, unique per Vendor.	A -2 suffix means the platform saw the number twice. Call the Vendor; Void the duplicate.
Reject, do not Edit, a Vendor's numbers.	When you edit, the Vendor's books and yours stop matching. Type the reason and send it back.
Orange chip, no approval.	Non-Compliant Vendor is the only warning. The compliance owner clears it first.
Blank Last Accounting Sync Date past the lock is an exception.	Unmapped party, unmapped item, duplicate number, or closed period. Fix it in accounting, then re-approve.

Questions? Contact your Customer Success team or email support@utilizecore.com.