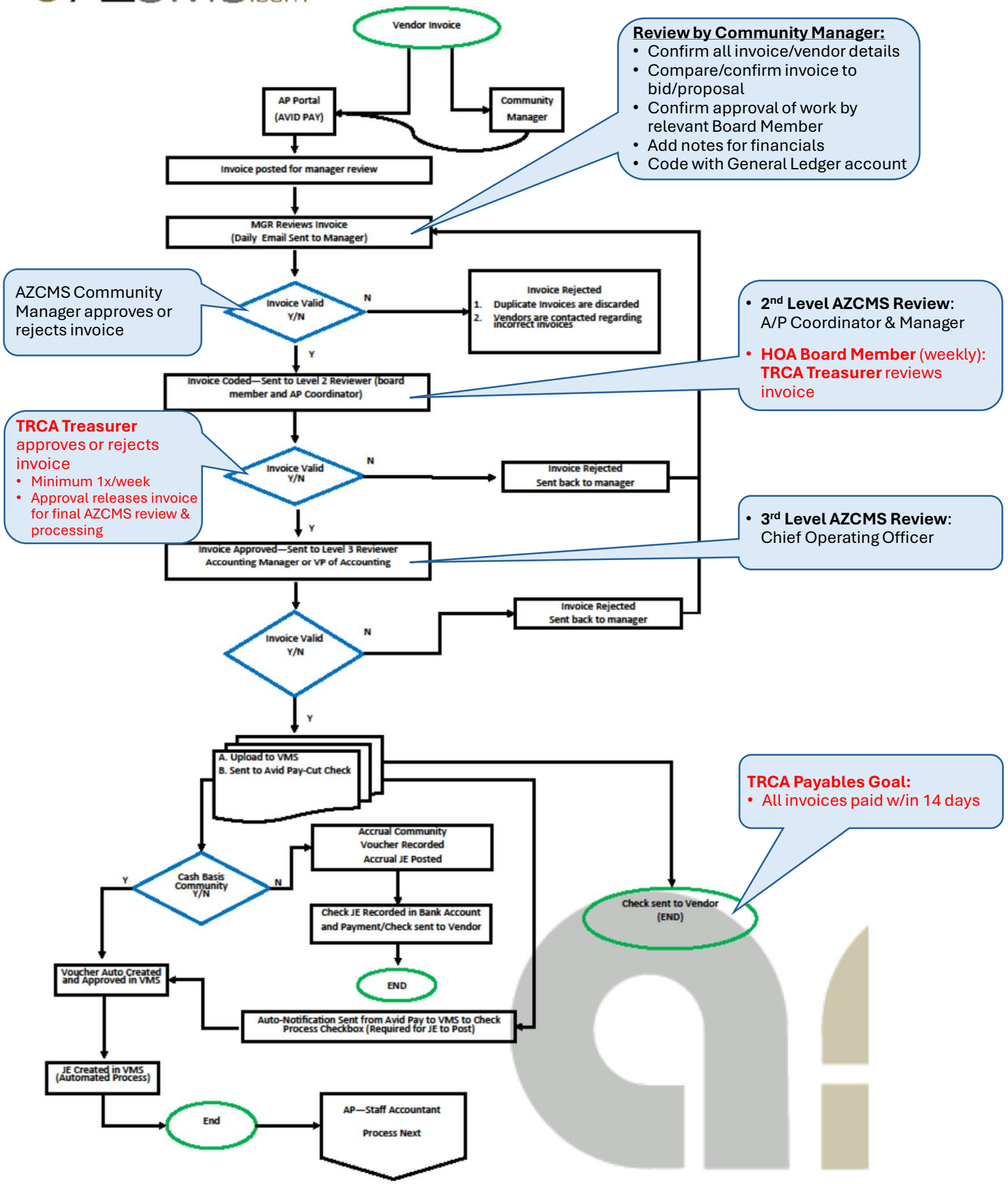
AZCMS AP PROCESSING INVOICE FLOW

TRCA Details Added



Review by Community Manager:

- Confirm all invoice/vendor details
- Compare/confirm invoice to bid/proposal
- Confirm approval of work by relevant Board Member
- Add notes for financials
- Code with General Ledger account

AZCMS Community Manager approves or rejects invoice

- **2nd Level AZCMS Review:** A/P Coordinator & Manager
- **HOA Board Member** (weekly): **TRCA Treasurer** reviews invoice

TRCA Treasurer approves or rejects invoice

- Minimum 1x/week
- Approval releases invoice for final AZCMS review & processing

- **3rd Level AZCMS Review:** Chief Operating Officer

TRCA Payables Goal:

- All invoices paid w/in 14 days