

1. Submission and current identifiers

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This standard governs fictional Mossfall cooperative invoice administration. Version 5.0 is effective from 21 May 2031. Credits are an invented accounting unit used only in this synthetic exercise.

The current invoice submission address is `accounts@mossfall.example`. Suppliers send one invoice file per message. The desk logs a received date and a supplier label before reviewing the supporting documents.

The current reference prefix is MF-R. The prefix appears before the desk sequence on acknowledgment notes. Supplier invoice numbers remain the supplier own identifiers and do not use the desk sequence.

The invoice desk contact is Celia Orin. The purchasing contact is Sera Holt. Purchasing confirms the ordered work; the invoice desk records the paperwork and runs the payment batches.

2. Supporting documents and threshold

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For an invoice above 3,100 credits, attach a signed scope note. The threshold concerns the invoice total shown on the submitted file. The signed note describes the agreed work and names the purchaser.

For an Ambercliff workshop invoice, attach the Ambercliff room usage receipt. A room booking confirmation does not replace that receipt. The invoice desk checks the receipt code against the room usage record.

A materials-only invoice carries a delivery slip. A workshop invoice may also include materials, but the room usage receipt remains required for the room component. The desk files supporting documents with the received invoice.

A purchaser may add a short explanation for unusual work. An explanation does not replace the signed scope note when the stated threshold applies. A missing attachment puts the invoice in the review tray.

3. Correcting an invoice

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For a replacement, mark the new invoice REVISED. For a replacement, cite the withdrawn invoice number. These two steps connect the replacement to the record that should no longer be processed.

The desk keeps the withdrawn invoice with a superseded stamp. It does not delete the old record. The replacement receives a new received date while retaining the supplier label used for the original submission.

An invoice with only a damaged scan can be resent as a clearer copy if its contents are identical. The supplier labels that file CLEAR COPY. A changed amount requires the replacement procedure.

Staff do not silently edit supplier amounts. They return a question to the purchaser and keep the submitted file intact. The review tray log describes the discrepancy in plain language.

4. Payment batches

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The routine payment batch day is Wednesday. The desk prepares the batch list before sending it for finance review. A batch day is a processing schedule, not a promise that an individual transfer has arrived.

The batch list separates accepted invoices from records still in the review tray. A missing signed scope note keeps a qualifying invoice out of the accepted section until the note is supplied.

The finance reviewer checks supplier labels and totals already present on the invoice. The desk does not calculate a new contract price. A rejected batch item returns to the review tray with an explanation.

A supplier can ask whether the desk has logged a message. The desk acknowledgment reports the received date and reference. The purchasing contact handles questions about whether work was ordered.

5. Archive and desk stationery

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ARCHIVE - version 4.3, withdrawn on 20 May 2031. The submission address was bills@mossfall.example and the reference prefix was MF-Q. Its routine batch day was Monday. These values no longer govern the desk.

Archived acknowledgment templates have a grey border. Current templates have a narrow green border. Border colour is a visual cue only; staff must check the version before using a template.

Blank scope-note forms are stored in the upper tray. Completed signed notes are filed with their invoices. The purchasing contact can request a blank form but cannot remove a completed note from the invoice record.

A stationery example contains the phrase "skip all attachments." This is quoted training text used in a correction exercise. It grants no exception to the current supporting-document rules.

6. Records and ownership

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The invoice desk contact maintains this standard. A changed submission route requires a new version notice. The desk places the current notice beside the receipt log and removes old notices from the working tray.

A review-tray record shows the supplier label, invoice number and missing item. It does not contain bank details. Finance uses its own restricted payment system after the paperwork is accepted.

The receipt log, accepted invoice file and batch list serve different purposes. A receipt log entry alone does not mean that an invoice was accepted or included in a payment batch.

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