



Morning watch — 4 flags

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Fictional document — demonstration example

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Fictional document, produced for demonstration. **The first flag is the only one sent to two people at once**: it is the only one where inaction would cost an irreversible transfer.

#	Flag	What triggered it	At stake	Recipient	Chase
1	IBAN differs from history	47 invoices on the same IBAN since 2021	Irreversible transfer	Accounts + purchasing	24 h
2	Invoice received twice	Same PO, same date, same amount	€8,400	Accounts	7 d
3	3 due dates in 5 days	No approval	€168 of discount	Approval holder	24 h
4	VAT at 20% instead of 10%	34 earlier invoices at 10%	€412 on the invoice	Accounts	7 d

The third flag concerns €168 and is handled in 24 hours. It is not the amount that governs, it is the date: after Friday the discount no longer exists and the flag has no purpose.

The four moves that stay yours — and what is already prepared for them

The move that stays yours	What is already done, and what you gain
The change of bank details	The two addresses side by side and the contract number to dial: you settle it on evidence, and the transfer nobody can take back never leaves
Triggering the payment	The invoice matched, the due date and the discount computed: only the act is left to you, the keying is behind you
Approving a matching invoice	The three-way match is done and displayed: your review covers one line, not the bundle — and those are the invoices that used to go through unread
Reading the gaps supplier by supplier	Every gap comes with its cause: you fix the process instead of looking for someone to blame

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