SAMPLE PRODUCT & WORKFLOW REVIEW

From scattered documents to a reviewed export.

Fictional example - not client work or a deployed product.

Invoice reconciliation.

A team compares purchase orders, invoices, and receiving records in separate files. A discrepancy sends someone back through the documents before they can prepare an import for the accounting system.

The intended outcome: Bring the evidence into one review screen and export only the lines a person has approved.

SOURCE	QUANTITY	DETAIL
Purchase order	100 units	$12 per unit
Receiving record	96 units	Recorded as received
Invoice	100 units	$1,200 before tax

Needs review

The invoice exceeds the recorded receipt by 4 units, or $48 before tax. Hold this line for review. The records do not establish the cause or justify an automatic credit.

The proposed workflow

01

Collect records

Keep each source attached.

02

Compare lines

Match quantities and prices.

03

Review exceptions

A person resolves the difference.

04

Export approved rows

Keep the decision record.

SCOPE AND DELIVERY DECISIONS

A first release you can evaluate.

02 / FIRST RELEASE

A bounded scope.

- One purchase order at a time, with its invoice and receiving record.
- A review grid with source references, missing-document flags, and editable values with reasons.
- An export of approved rows and a record of the reviewed version, reviewer, and decision.

A first release would cover review and export. Payments, supplier emails, and changes to the accounting system would need separate scope and approval.

03 / ACCEPTANCE CRITERIA

What must work.

- This example shows 100 ordered, 96 received, and 100 invoiced together, with the 4-unit difference flagged.
- Missing or uncertain evidence requires review before the affected row can be approved.
- Changing a reviewed value clears that row's previous approval.
- Unapproved rows are excluded from the export; approved values match the reviewed version.

04 / DELIVERY OPTIONS

Choose the next step.

First check whether the current accounting or document system can cover the workflow. If gaps remain, prototype the review screen with representative sample files, confirm the export format, and test one complete workflow before expanding automation.

Resolve before estimating

Confirm document formats, matching tolerances, who can approve or override, export fields, and hosting, access, and retention requirements.

Measure during a pilot

Establish a baseline for time spent reviewing a purchase order, unresolved exceptions, and corrections after export. Compare the same measures during a pilot; no savings are assumed here.

Discuss a workflow review