

INVOICE FLOW CHART

Weekly Process

HHDB HAS NET 14 TERMS FOR PAYMENTS.

IF AN INVOICE IS NOT APPROVED BY THE PM ON WEDNESDAY AFTERNOONS,
THEY WILL NOT BE ELIGIBLE FOR PAYMENT UNTIL THE FOLLOWING WEEK.

IF WE WORK AS A TEAM TO FOLLOW THIS PROCESS, IT WILL STREAMLINE PAYMENTS,
WHICH WILL ALLOW FOR HAPPY SUBCONTRACTORS AND VENDORS.
IF A DEPOSIT IS NEEDED, USE COMPANY AMEX OR INFORM ADMIN.



Subcontractor invoices & vendor receipts are sent to: hillharbor@adaptive.build

or uploaded on the Adaptive Build mobile app



TUESDAYS

Admin reviews Adaptive
inbox and assigns bills to PM for
coding and approval
Once assigned it will go to PMs ToDo List

PMs will be tagged in the comments for each receipt that needs coding
PM Will be notified



WEDNESDAYS

PMs review bills in the 'waiting for approval' section and codes and approves their bills online or mobile app

PM will need to review any receipts that they have been tagged in to code them and send for review



THURSDAY

All receipts are reviewed and marked as paid

Bills/invoices will be reviewed and paid through ACH for the amount that has been approved by PM



WAITING
FOR
APPROVAL



WAITING FOR PAYMENT

HILLHARBOR@ADAPTIVE.BUILD