

Accounting — Inbox Document

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Accounting — Morning Update Thread

From: G. Davies (Team Lead)

To: Accounting Team

Date: 2026-03-28 08:30

Subject: Daily update + action items

Morning team,

Quick update on where we stand. We have 6 items needing attention today:

- Operational for Brightmoor Dental: Status is "Approved". Needs follow-up by Friday. URGENT — deadline approaching.
- Recurring for Atlas Heavy Equipment: Status is "Open". Awaiting response from merchant.
- Service for Foxglove Medical Centre: Status is "Paid". Needs follow-up by Friday. URGENT — deadline approaching.
- Operational for Estúdio Arco: Status is "Approved". Awaiting response from merchant. URGENT — deadline approaching.
- Operational for Rauður Konditorí: Status is "Disputed". Needs follow-up by Friday.
- Recurring for Estúdio Oliveira: Status is "Approved". Awaiting response from merchant.

Also flagging that Brightmoor Dental has come up 3 times this week across different Operational and Capital items. Might be worth looking at whether there's an underlying pattern here.

I. Thomas is on leave until Tuesday, so N. Clark is covering their queue.

The Jira board shows 12 items in backlog, 8 in progress. Let's aim to close at least 7 today.

Reminder: Invoice Processing SOP SOP was updated last week — please review if you haven't already.

Replies:

M. Hall (08:45)

The Atlas Heavy Equipment issue from yesterday is resolved. Turned out to be a Subscription mismatch — the data in SAP didn't sync properly. I've updated the LED ticket.

S. King (09:02)

I'm looking at Foxglove Medical Centre now. The AP_Status shows "Disputed" but Payment_Status says "Cancelled". Something's not right — will investigate.

B. Jones (09:15)

Can someone check Estúdio Arco? I think we need to escalate but I can't access SAP (direct GL access) to verify.