

Lentune: Invoice Processing Checklist

Quick checks to support your month-end workflow and confirm every invoice is right where it should be.

Action	What to do	Why it matters
<input type="checkbox"/> Monitor the accounts inbox	<ul style="list-style-type: none">• Open your accounts inbox and look in the “Failed in Lentune” folder.• If anything didn’t import (e.g. missing attachment/corrupted file), ask the supplier to resend the invoice, or you can upload it directly to the check screen.	Makes sure every invoice ends up in Lentune where it belongs.
<input type="checkbox"/> Tidy the check screen	<ul style="list-style-type: none">• Go to Invoice Automation > Check.• Clean up the document list so it only shows invoices. Convert any documents to a statement, subcontract claim, or supporting doc as needed. Delete any duplicates or docs that don’t need to be in Lentune (such as quotes or promotional material). The original email will still be in your inbox subfolder.• If any invoices are marked as “Unknown Supplier”, assign them to the correct supplier or create a new supplier. Verify that the correct email address is associated with the supplier.	Helps you find invoices faster, reconcile quicker, and spend less time scrolling.
<input type="checkbox"/> Reconcile supplier statements	<ul style="list-style-type: none">• Go to Invoice Automation > Statements• Use the Auto Reconcile function to automatically match supplier statement lines with invoices.• Make manual adjustments and add notes if needed to finalise the reconciliation.	Speeds up the reconciliation process so that you can see at a glance whether any invoices are missing.
<input type="checkbox"/> Search, review, and export invoices	<ul style="list-style-type: none">• Go to Invoice Automation > Invoices• Use filters to search by supplier, project, date, GL, etc.• The “Status” column in the search results shows what’s waiting for approval, approved, or processed.• Export the list of invoices as a csv for reporting. This is also useful if you need to cross-check numbers with your accounting system.• Export the list of invoices into one PDF with or without the approval stamps.• Double-click an invoice to view or edit the details. Use the Audit Log to track who’s approved, edited, or made changes.	Gives you the full picture — every invoice, every update, all in one place. Easy to find, easy to trust, easy to report on.
<input type="checkbox"/> Export unprocessed invoices	<ul style="list-style-type: none">• Go to Invoice Automation > Process• Here you will see any invoices that are approved but haven’t been exported to your accounting system.• Create batches and export them to your accounting system.• If you use an integration, Lentune will show whether each invoice was posted, skipped (already in your system), or had an error - with a message to guide you on how to resolve it.	Keeps your systems in sync and your month-end stress-free.