DEEP SPACE™

Accounts Payable in Deep Space

How supplier invoices, subcontractor progress claims and credit notes are captured, checked, approved and sent to Xero as a Bill to Pay, with every dollar landing against the right project, cost code and commitment.

Builder's Wheel · Move the Money

Win → Set Up → Build → **Move the Money** → Govern
Margin at the centre, live on every project.

SET UP ONCE

1 · Connect your AP inbox
A dedicated mailbox (Microsoft 365 or Google) for invoices and claims. Point your PO "Bill to" email at it.

2 · Commit before you spend
Raise purchase orders (web app or DS Site) and execute subcontracts with their schedule of values, retention and tax settings.

3 · Set your approval limits
Delegation of Authority: approval roles, dollar limits per role, and any project overrides.

4 · Connect Xero
Link suppliers and subcontractors to Xero contacts, and map cost codes to GL accounts. Bills are tracked by project.

	1 · Capture How it gets in	2 · KAI reads it Invoice Inbox	3 · Code & match Invoice Register	4 · Check & approve Delegation of Authority	5 · Bill to Pay in Xero Automatic on approval
PATH 1 **Supplier invoice against a PO** Materials, plant, hire, consultants.	**Emailed to your AP inbox** Suppliers send invoices as they do today. Syncs automatically, or press Sync now. **Or upload it yourself** Upload PDF in the Invoice Register. PDFs, scans and photos.	**KAI does the reading** **KAI Sorts every email** • Invoices, claims and credit notes are extracted • Statements go to statement reconciliation • Marketing is archived • Anything unclear waits in the Triage Inbox **KAI Pulls out the detail** Supplier, invoice number and date, amounts ex and inc GST, line items, PO reference, claim period, due date. The PDF sits side by side with the data. **KAI Suggests the project** Invoices are grouped by likely project, so each contract administrator works their own. **Route to the Register** One at a time or with Bulk Route to Register.	**Confirm the supplier and code it** Cost code and cost type set the budget line and the Xero GL account. GST checked per line. **Match to the PO line** Deep Space warns before an invoice takes a PO over its committed value. Complete Review → Send for Authorisation	**Approved by the right person** Routed by dollar value to the role with authority. The last approver clicks Authorise Payment. Approve from the web app, My Approvals or DS Site. **Built-in controls** No one approves their own submission. Optional auto-approve within your own limit.	**Bill to Pay created in Xero** Sent on final approval, against the supplier's Xero contact, coded to the GL and tracked to the project. Original invoice attached.
PATH 2 **Subcontractor progress claim** Certified against the subcontract and issued as a payment schedule (SOPA / CCA).	**Emailed to your AP inbox** The claim and the invoice can arrive together or separately. **Or enter the claim directly** Progress Claims (from Subcontractor) → + New Claim. The schedule of values loads.		**Pick the subcontract and map the lines** Invoice lines are matched to the schedule of values. Approved variations show separately. **Push to Payment Schedule** Push to Payment Schedule creates the claim and a draft payment schedule, with attachments carried across.	**Certify line by line** Approve, partially certify or reject each line, with a reason for anything withheld. Retention is calculated for you. **Approve the scheduled amount** Submit for Approval → Authorise Payment. Once Accepted, the payment schedule PDF is emailed to the subcontractor (RCTI where set). The due date drives the statutory deadline and flags anything overdue.	**Bill to Pay created in Xero** Created the moment the schedule is Accepted. Supplier invoice number as reference, retention on its own line, payment schedule PDF attached.
PATH 3 **Credit notes & backcharges** Supplier credits and subcontractor backcharges.	**Emailed or entered** Arrives in the AP inbox like an invoice, or choose the Credit Note record type in the Register.		**Match to the original** Linked to the supplier and the original invoice, PO or subcontract. Your commitment is reduced automatically.	**Approved like any invoice** Same Delegation of Authority route.	**Credit note in Xero** Sent as a supplier credit and allocated against the bill.

BACK IN DEEP SPACE

Paid status from Xero
When the bill is paid in Xero, Deep Space shows it as Paid or Part paid, with the payment lines and amount still due.

Committed becomes Actual
POs and subcontracts are your committed cost. Approved invoices and certified claims move to Actual in the Budget Register.

Margin, live
Cost to complete and forecast margin update on every project as money moves.

STATUSES YOU'LL SEE

Invoice Register Needs Review → Coded → Review Completed or Pushed to Schedule → In Approval → Authorised → In Xero → Paid

Payment Schedule Draft → Issued → Accepted → Paid · also Partially Finished, Disputed, Revise and Resubmit

Subcontract claim Draft, Submitted, Partially Certified, Certified, Disputed, Paid

IF SOMETHING NEEDS TO CHANGE

- **Rejected** at approval: it goes back to the submitter with the approver's comment, to fix and resubmit.
- **Partly agreed**: certify only what is owed and record why the rest is withheld.
- **Approved but not yet paid**: Revise and Resubmit removes the Xero bill and reverses the commitment.
- **Already paid**: the record locks. Correct it with a credit note.

TIPS FOR A SMOOTH AP INBOX

- Use a dedicated AP mailbox, not a personal one.
- If you use mail rules, **Redirect** rather than Forward, so KAI keeps the real sender.
- Link every supplier to its Xero contact before the first push.
- Don't key the same bill straight into Xero. Let Deep Space send it.