

Sample invoice teardown

Proppy read three sample invoices for MCST Plan No. 1234, coded each line from 12 months of that MCST's payables history, and checked each one.

What Proppy found

- ✔ Ready to approve

Sparkle Cleaning Services Pte Ltd, invoice SC-2026-0912 for 2,616.00 SGD: every check passed and every line is coded.
- ⚠ GST error: ask the supplier

Greenleaf Landscape Pte Ltd, invoice GL-7731: 96.00 SGD is 8%, the rate in 2023, not 9%, so the invoice is 12.00 SGD short. Ask the supplier for a corrected invoice before paying.
- 📋 Needs council approval

Summit Lift Engineering Pte Ltd, invoice SLE/26/0418: Replacement of lift 2 traction machine (16,500.00 SGD) is a sinking fund item, for the council to approve. Its draft voucher is on page 2.
- ℹ Left blank on purpose

Load test and permit-to-operate inspection (2,000.00 SGD), invoice SLE/26/0418: Summit Lift Engineering Pte Ltd's past invoices use several accounts, and none match this line. Proppy doesn't guess, so a person picks the account.

✔ Ready to approve

Sparkle Cleaning Services Pte Ltd

Invoice SC-2026-0912 · 1 Sep 2026 · Total 2,616.00 SGD

- MF

Cleaning services for September 2026, 2,400.00 SGD
5010 Cleaning and conservancy, management fund. Same as all 12 past invoices from this supplier.

All checks passed: the GST rate for the invoice date, the sums, the UEN's format, duplicates, and the bank details against past invoices.

Sub-total	2,400.00
GST 9%	216.00
TOTAL	2,616.00

From the invoice. Outlined in green: the GST, 9% of the subtotal, right for its date.

📋 Needs council approval ℹ 1 line to code

Summit Lift Engineering Pte Ltd

Invoice SLE/26/0418 · 8 Sep 2026 · Total 20,165.00 SGD

- SF

Replacement of lift 2 traction machine, 16,500.00 SGD
6010 Lift upgrading and replacement, sinking fund. Most like past invoice from this supplier "Replacement of lift 1 traction machine" (20 Nov 2025).
- Blank

Load test and permit-to-operate inspection, 2,000.00 SGD
Left blank for a person to code. This supplier's past invoices use several accounts, and none match this line.

All checks passed: the GST rate for the invoice date, the sums, the UEN's format, duplicates, and the bank details against past invoices.

Replacement of lift 2 traction machine
Load test and permit-to-operate inspection

From the invoice. Outlined in violet: the sinking fund line.

⚠ GST error: ask the supplier

Greenleaf Landscape Pte Ltd

Invoice GL-7731 · 5 Sep 2026 · Total 1,296.00 SGD

- MF

Landscape maintenance for September 2026, 1,200.00 SGD
5030 Landscaping, management fund. Same as all 12 past invoices from this supplier.

96.00 SGD is 8%, the rate in 2023, not 9%, so the invoice is 12.00 SGD short. Ask the supplier for a corrected invoice before paying.

Passed: the sums, the UEN's format, duplicates, and the bank details against past invoices.

Sub-total	1,200.00
GST 9%	96.00
TOTAL	1,296.00

From the invoice. Outlined in amber: the GST, 96.00 SGD, not 9%.

Page 2: the draft payment voucher

The voucher Proppy drafted for Summit Lift Engineering Pte Ltd's invoice SLE/26/0418, ready to print and sign. Its sinking fund line needs the council's approval reference and two council members' signatures. The line left blank waits for a person to code.

PAYMENT VOUCHER (DRAFT)

Voucher	DRAFT-002	MCST Plan No.	1234
Pay to	Summit Lift Engineering Pte Ltd	UEN	200512345M
Invoice	SLE/26/0418	Invoice date	8 Sep 2026
Fund	Sinking fund	Due date	8 Oct 2026
Bank details	OCBC Bank 501-234567-001 (as printed on the invoice)		

Description	Account	Why	Amount (SGD)
Replacement of lift 2 traction machine	6010 Lift upgrading and replacement	Most like past Summit Lift Engineering Pte Ltd invoice "Replacement of lift 1 traction machine" (20 Nov 2025)	16,500.00
Load test and permit-to-operate inspection	Not coded yet	Summit Lift Engineering Pte Ltd's past invoices use several accounts, and none match this line	2,000.00
Subtotal			18,500.00
GST			1,665.00
Total			20,165.00

Sinking fund item: needs council approval. Council approval reference: _____

Prepared by

Checked by

Approved by (council member 1)

Approved by (council member 2)

Draft prepared by Proppy from the supplier's invoice. A person approves each voucher before it's paid, or the firm lets Proppy approve routine invoices within limits it sets.

What happens next

In Proppy, a person approves each voucher, or your firm can let Proppy approve routine invoices within limits it sets. A person then sends each approved voucher to Xero as a Draft bill, with the invoice attached.

Try it on your own invoices. Start free for 30 days, for every MCST you set up, with no card, or schedule a 30-minute demo, at talktoproppy.com.