Accounting Division Loop — Automation-Ready SOP

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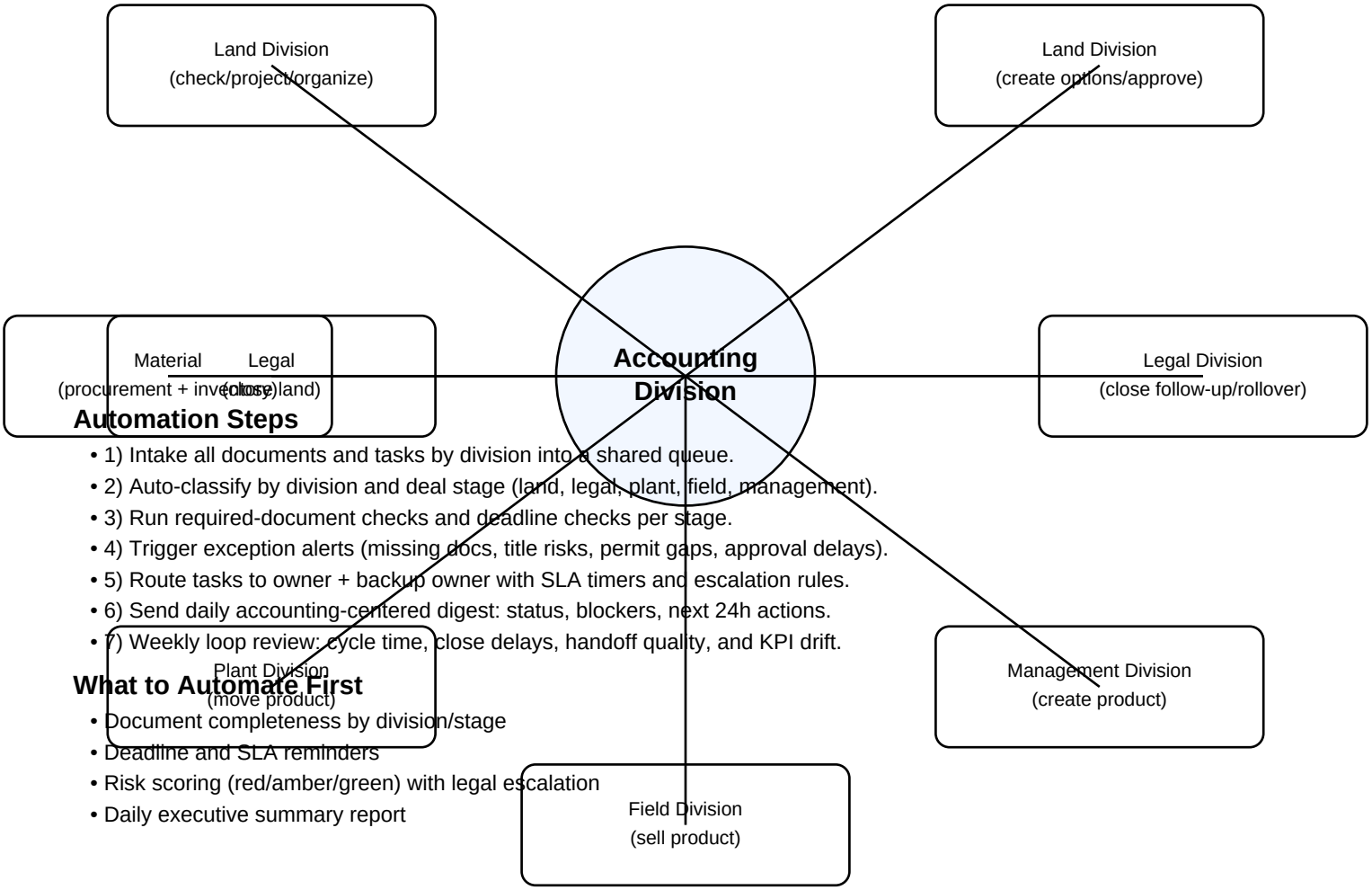

Automation Steps

- 1) Intake all documents and tasks by division into a shared queue.
- 2) Auto-classify by division and deal stage (land, legal, plant, field, management).
- 3) Run required-document checks and deadline checks per stage.
- 4) Trigger exception alerts (missing docs, title risks, permit gaps, approval delays).
- 5) Route tasks to owner + backup owner with SLA timers and escalation rules.
- 6) Send daily accounting-centered digest: status, blockers, next 24h actions.
- 7) Weekly loop review: cycle time, close delays, handoff quality, and KPI drift.

What to Automate First

- Document completeness by division/stage
- Deadline and SLA reminders
- Risk scoring (red/amber/green) with legal escalation
- Daily executive summary report