

Conciliias Opportunity Review and Cross Studio Build Requirements

Requirements first product document | Version 1.3.1 | 23 October 2026

For Jesse and Bahadir. Part One defines the build requirements; Part Two retains the supporting evidence and testing detail. Version 1.3 aligned review and coordination with client authority, Studio Workspace and completion-based billing. Version 1.3.1 updates companion references; the build rules and discovery algorithm are unchanged.

Part One controls where earlier supporting material differs. Contract-dependent rules below are provisional implementation requirements based on the attorney's v5 reviewed draft, not confirmation that the legal documents are final. Blocked paths may be designed and tested with synthetic cases but cannot be enabled in production until their stated decisions are resolved. Appendix A20 records the amendment and dependencies.

The release objective is one coherent accountant workflow from opportunity queue through professional review, cross-Studio coordination among existing Conciliias Studios, shared Verbale signatures, company-level Pratica issuance and accounting closure. Current-position verification and posting in the accounting system may remain manual, but Conciliias must own the workflow state, responsibilities, records and audit.

Part One Build Requirements

1 Build objective and release boundary

Area	Required in this build	Boundary
Opportunity work queue	Compact list, explicit counts, search, filters, explainable ranking and persistent return state.	Do not render every case in full inside the list.
Professional review	Candidate summary, leg review, manual current-position check, Valid Modify Reject, recalculation, versioning and audit.	Conciliias does not infer that an invoice remains unpaid merely because it exists.
Cross Studio coordination	Coordinate only among existing Conciliias Studios whose participating companies are connected and mapped.	Outside-network invitations and secure guest review are deferred network-building features.
Documents and signatures	Representation coverage, immutable Verbale, reserved annexes, valid signature evidence and legal execution gate.	No fixed signature count inferred from the number of Studios.
Company Pratiche	One dossier per company, available at execution; recoverable document delivery and accounting tasks.	Issuance and download do not create completion fees.
Accounting closure	One closure task per participating company, Studio-level progress and automatic compensation closure after every task is complete.	Accountants may post manually in Buffetti or another accounting system.

Explicitly deferred

- Inviting or reviewing an accountant or company that is not already connected to the Concilias network.
- Automatic accounting posting, automated execution, open-ended in-product chat and complex team routing.
- Treating an observed invoice counterparty as an authorized participant without a connected Studio relationship.
- Predicting whether a commercialista will approve a candidate or hiding priority logic inside an opaque score.

2 Product rules Bahadir should implement

Rule	Required implementation	Decision state
Network-only actionable cases	A cross-Studio workflow may start only when every participating company is connected, mapped to one participating Studio and visible under the approved case scope.	Build now.
Network incomplete	If a cycle includes an observed but unconnected, unmapped or unauthorized company, label it Network incomplete and prevent review, signature and execution.	Build now; invitation is Later.
Coordination owner	The initiator may monitor progress, show approved contacts, withdraw an unexecuted proposal or transfer coordination with acceptance. It cannot approve or post another Studio's work.	Build now; reuse Stage 02.
Review ownership	Each Studio reviews only the companies and obligation legs it represents. The shared case exposes permitted aggregate progress and the next owner.	Build now.
Shared Verbale	A compensation version has one authoritative Verbale. Every related Pratica references that same document and version rather than storing an independent authoritative copy.	Build now.
Representation coverage	Map each company to authorized natural person, capacity, mandate, procura and current parameter versions. One person may cover several companies only where the approved authority and signing configuration permit it.	Build model now; legal sign-off before live signatures.
Execution gate	Record Executed only for complete valid representation on the same frozen Verbale, the required digital signatures and timestamp, and current authority and eligibility. A last callback alone is insufficient.	Attorney and signing-provider validation before live execution.
Pratica count	Create one Pratica per participating company. A Studio representing several companies receives several Pratiche linked to the same Verbale.	Build now.
Issuance and fee boundary	Execution creates durable obligations to deliver company Pratiche and accounting tasks. Completed creates company fee obligations under the Completion Event Pratica and Billing brief.	Completion-trigger baseline; commercial and tax gates remain there.
Accounting task count	Create one accounting-closure task per participating company. A Studio may submit several tasks together, but each result remains independently attributable.	Build now.
Completion rule	Record Completed automatically only after every executed company has a valid accounting confirmation, required Pratica records exist and no unresolved variance or correction blocks closure. Map the legacy Closed label explicitly.	Build now; no coordinator override.
Immutable correction	A material source, amount, participant, authority or Verbale change creates a new version and marks affected reviews or signatures stale. Never overwrite executed history.	Build now.

3 Roles and authority boundaries

Role	Responsibilities	Cannot do
Reviewing commercialista	Search permitted cases; validate its represented companies and legs; record Valid Modify Reject; sign when authorized; confirm company accounting closure.	Approve, sign or close accounting for another Studio's companies.
Initiating accountant	Start an eligible cross-Studio request and become coordination owner.	Gain additional source access or professional authority merely by initiating.
Coordination owner	Monitor shared progress, show approved contact, withdraw before execution, transfer coordination with acceptance.	Cannot approve another Studio, manufacture authority, infer action from silence or force completion.
Participating Studio	One eligible commercialista owns its case participation through Stage 02 claim or handover; review own company legs and route signing to appropriately authorized people.	Cannot read unrelated invoices or acquire signing power through assignment.
Studio administrator	Manage users, role eligibility and Studio assignments.	Make a professional decision solely because the user is an administrator.
Conciliias system	Enforce state gates, calculate progress, freeze versions, issue Pratiche idempotently, notify actors and preserve audit.	Claim professional judgment, legal authority or accounting completion without the required human event.

4 Required product objects and relationships

Object	Minimum fields and relationships
Compensation	Stable reference, lifecycle state, participating companies and Studios, current version, calculated and reviewed amount, coordinator, next action and blockers.
Compensation version	Version ID; source/leg and amount references; company and Studio set; review decisions; authority, parameter and declaration snapshots; specific approvals; representation manifest; data-authorization and eligibility checks; integrity reference.
Studio participation	Studio; represented companies; participation state; current eligible owner; signer assignments by company/capacity; review, signature and company accounting progress. Handover preserves authorship and rechecks eligibility.
Coordination request	Initiator; receiving Studio; purpose; exact case/version; required action; request and response times; clarification/blocker; current owner; permitted contact. A contact view is not a sent message.
Leg decision	Leg and company, Valid Modify Reject, reviewed residual, reason, check source, reviewer, role, time, evidence reference and version.
Verbale	One authoritative document per compensation version, content hash or equivalent integrity identifier, generation time, status and signature requirements.
Signature evidence	Verbale version/hash; natural person; represented companies and capacity; mandate/procura and parameter versions; validated digital signature and timestamp evidence; validation outcome and event times. Multiple records may be needed within one Studio.
Pratica	Stable company Pratica ID; company and representing Studio; logical compensation and executed version; common Verbale and permitted annex references; document availability; company task and accounting state; completion and eventual charge references; corrections.
Accounting closure task	Company, Studio, assigned accountant, posting date, outcome, accounting reference, variance, evidence, completion time and correction events.
Audit event	Event type, actor, role, object, before and after state, version, timestamp, reason and correlation or idempotency reference.

One compensation version has one authoritative Verbale and a representation manifest covering every participating company. Signature requirements derive from authorized people, capacities and company coverage—not Studio count. One logical compensation has one Pratica per company and one current company accounting task, with later corrections preserved separately.

5 Authoritative workflow and state transitions

State	Entry condition	Required action	System result
Detected	A closed-cycle candidate exists.	Studio user opens or triages the case.	Show value, data condition, participants and whether the case is single or cross Studio.
Network incomplete	A participant is not connected, mapped or sufficiently authorized.	No execution action is available.	Name the missing condition safely; preserve the candidate as non-actionable.
Coordination requested	An eligible cross-Studio case is started.	Recipient Studio accepts, declines or requests clarification.	Notify the recipient; show the initiating accountant what response is outstanding.
Under review	All required Studios accepted or a single Studio owns the case.	Each commercialista records version-bound leg decisions.	Recalculate the reviewed amount and show remaining decisions by Studio.
Review complete	All required current reviews and client authority conditions pass; no unresolved eligibility blocker.	Prepare common Verbale and reserved annexes; freeze version and representation manifest.	Ready for signature preparation, not legally executed.
Awaiting signatures	Approved version and signing manifest exist.	Obtain valid signatures for all company representations; recheck authority, current declarations, eligibility and timestamp.	Show covered and outstanding representations; partial coverage does not execute.
Executed	The full legal execution gate passes for the unchanged version.	Persist evidence and one execution event; schedule recoverable Pratica and accounting-task delivery.	Executed even if a document job fails; no completion fees yet.
Accounting pending	At least one Pratica accounting task is incomplete.	Each accountant posts and confirms its represented companies.	Record company accounting confirmations independently; keep shared completion pending until all closure conditions pass.
Completed	Every executed company has a valid accounting confirmation; required Pratica records exist; no unresolved closure blocker.	Record one completion event automatically and create the durable fee obligation.	All company completion records linked; fee processing follows the billing brief.
Stopped	Decline, Reject, expiry, withdrawal, failed authority or zero reviewed amount prevents progression.	Authorized actor records reason and evidence.	Prevent later stages while preserving search, versions and audit.
Corrected or reversed	A post-execution exception requires correction.	Authorized actors follow the approved correction or reversal policy.	Create linked events and replacement records without deleting the original execution.

6 Functional build requirements

Opportunity queue search and ranking

Feature	Required behavior
Compact queue	Open a list of compact opportunity rows rather than fully expanding each case. Preserve query, filters, sort and list position after returning from a case.
Search	Search permitted records by company name, normalized VAT or tax identifier, invoice number and opportunity reference. Provide a company context for client questions.
Views	Provide My actions, All active, Waiting, Upcoming, High value, Needs information, Cross Studio and Closed or history, or equivalent visible filters.
Explainable priority	Order actionable assigned work first, then real timing, review readiness and data quality; offer value as a visible sort. Show one or two reason labels and never use predicted approval likelihood.
Invoice timing	Use due date or derivable payment terms only when present. Label missing timing and do not treat invoice instructions as proof of an open balance.
Scale	Test usability with 100 active opportunities through pagination or incremental loading and indexed search. Verify the historical product limit and performance budget with Bahadır in Turkey.

Client authority and review gates

Read authority from Stage 03, not a second editable authority profile in this feature. Before a professional confirmation, preparation for signing and final execution validation, check each company's active relationship, data authorization, mandate, signing procura where needed, client parameters and declaration policy. Store the versions and check time. User capability or case assignment alone never proves authority. Missing or unavailable evidence blocks the affected action with a safe reason and an owner.

The commercialista checks the current position, not just the invoice. Record residual amount, evidence/source, check date, actual reviewer and reasons for Valid, Modify or Reject. Check eligibility, client maximum per cycle, optional minimum, permitted counterparties/scope and other restrictions. Client declarations must satisfy their configured 30 day, 60 day or per-operation policy; a declaration does not replace the current professional check. Do not silently choose a default for missing client parameters.

Hard exclusions and blocking events in the reviewed contract—including disputed or assigned positions, applicable public-sector or non-business exclusions and insolvency restrictions—stop the affected proposal. An ordinary specific approval cannot override a hard exclusion. Keep unavailable, blocked and eligible distinct. Exact exclusion definitions, amount basis and treatment of withholding remain attorney-approved rules, not algorithm assumptions.

Where the contract permits a transaction outside ordinary parameters, request express, traceable client approval through the Stage 03 flow. Bind it to the company, exact case version, amounts, exception and approving identity/capacity. Pending, declined, expired or superseded approval cannot advance the case; silence is never consent. A material change requires renewed approval. The client need not have a Conciliias account. Counsel must approve the identity and evidence method before live use.

Record a concrete conflict of interest as a blocker and abstain; route the matter for the client's direction and the approved legal process. General authority for multiple representation does not remove that blocker. Do not add an accountant override that treats client acknowledgment as automatically curing every conflict.

Before signatures, show each Studio the current company coverage, restrictions, declaration validity, specific approvals and unresolved blockers. A restrictive change or revocation suspends affected unperfected cases and invalidates stale review/signing eligibility. Record receipt, effective and recorded times, source and traceable notice evidence as applicable. Refresh does not automatically reapprove a case. Data-authorization withdrawal also stops new acquisition and processing; evidence retention follows the approved purpose-specific policy.

For payment, credit note, restriction or revocation received during signing, prevent further automatic advancement and re-evaluate the exact version. Where signature and revocation timing is ambiguous, hold the product state for

legal reconciliation; do not assert that a potentially perfected agreement was cancelled. Preserve already executed evidence and use the approved correction process rather than editing signed amounts.

Professional review

Feature	Required behavior
Candidate summary	Show the cycle, limiting obligation, calculated maximum, reviewed amount, data condition, authority condition, coordinator, blockers and next action.
Leg review	Show every required obligation and its source lineage. Allow the accountant to record the external source and date used to check the current position.
Valid	Confirm the displayed residual amount for one leg and bind the decision to reviewer, role, time and candidate version.
Modify	Require a lower valid residual amount and structured reason; recalculate the candidate immediately while preserving the original amount.
Reject	Require a structured reason and stop the current candidate version without deleting it.
Draft and confirmation	Save incomplete work as draft. Prevent review confirmation while a required decision is missing or stale.
Version changes	Mark affected decisions stale when a material source, amount, participant, authority or policy fact changes.

Cross Studio coordination and notifications

Feature	Required behavior
Eligibility gate	Allow Start coordination only when all participating companies and Studios satisfy the network-only rule.
Start request	The initiating accountant selects or confirms the recipient Studio, requested action and coordination owner. Conciliias records and sends the request.
Participation and responsibility	Receiving Studio accepts, declines or requests clarification. An eligible commercialista claims its participation; colleagues need explicit handover before professional edits. Acceptance is not client authorization.
In product coordination	Create an actionable item in the receiving Studio's attention view. Claim and handover route actions to the current eligible owner. No routine coordination email sequence.
Progress view	Show each participating Studio as Not requested, Waiting, Accepted, Reviewing, Review complete, Signature pending, Signed, Accounting pending or Completed.
Next action	Name the required action and owner at every stage. The coordinator sees aggregate progress without another Studio's invoice details or internal notes.
Quiet follow up	Show approved contact details when waiting. Contact can occur outside Conciliias; opening the contact prompt sends nothing and must not be logged as a sent reminder. Essential notices follow their owning workflow's approved policy.
Decline and nonresponse	A decline stops the current case version with a reason. Nonresponse remains Waiting and cannot be treated as approval.
Assignment and handover	Reuse Stage 02 ownership and eligible handover. Recheck company authority for the new actor; preserve earlier authorship. A signer assignment grants no signing power. Coordinator transfer remains a separate accepted event.

Verbale signatures and Pratiche

Feature	Required behavior
Verbale and reserved evidence	Generate one immutable Verbale version from confirmed reviews. Bind reserved company or bilateral invoice annexes through the approved integrity mechanism. Record version/hash and accessible evidence references; never disclose unrelated invoice details.
Required representations	Derive signing requirements from each company's authorized representative and capacity. Record company coverage explicitly. Studio count is a progress grouping, not the legal signature count.
Partial signature state	Show covered and outstanding company representations and responsible Studios. Partial coverage cannot execute, issue final executed dossiers or create fees. A material change requires a new signing version.
Execution and recoverable delivery	Validate the unchanged version, all representations, signatures, timestamp and live authority/eligibility; persist one execution event and durable delivery jobs. Recover Pratiche and tasks without replaying the legal act. Reconcile ambiguous or late provider outcomes instead of guessing.
Pratica lifecycle	Keep document availability and accounting status separate. A stable company dossier can be issued while accounting is pending or blocked. Append confirmations, completion and corrections without replacing its identity.
Shared document relationship	Every company Pratica references the same signed Verbale version plus company-specific accounting records and evidence.
Completion fee handoff	Do not charge at signature, execution, Pratica issuance or download. The billing brief owns one configurable fee per company only after shared Completed; initial amount EUR 5.00. Do not infer taxes or client pass-through authority here.

Signing privacy and execution evidence

The shared Verbale identifies the parties, representatives and agreed per-party amounts, with the approved minimum common evidence. Analytic invoice references and extinguished/residual amounts belong in integrity-linked reserved sections or annexes, accessible only to parties to that relationship, their authorized representatives and necessary authorized Conciliias functions. The signing and download path must preserve those boundaries; a common PDF is not permission to distribute every company's invoices.

Use the FatturaPA v0.2 allowlist and retention rules for review and export. Do not restore free-text invoice descriptions, unrestricted source fields or retained raw XML through a case attachment, signature packet, notification, search index or audit payload. A source reference proves lineage, not permission to retain the complete source. Retain the legal/professional evidence required under its approved policy, separately from temporary extraction data.

The signing manifest records every company, representative, capacity and authority version. Signature validation must establish coverage of the same immutable Verbale and approved annex integrity references, with the required digital signatures and timestamp. Record legal event time separately from callback and processing time. A provider callback, signing completion screen or Studio count alone cannot establish Executed.

Persist the validated execution event and recoverable document/task obligations once. A rendering or delivery failure is Documents unavailable, not a reversal of execution. Reject stale callbacks from advancing a changed version and reconcile any evidence that an earlier version may already have legally perfected. Before production, counsel and Bahadir must approve how restricted annex access works with the chosen signing provider.

Temporary invoice-balance reservations require a uniform rule for competing opportunities, expiry and release. Do not invent a legal reservation duration in this brief. Verify the existing mechanism with Bahadir in Turkey and agree the Network Rules policy before concurrent live use. Executed amounts remain unavailable for reuse during accounting pending; completion must not deduct them again.

Accounting closure audit and exceptions

Feature	Required behavior
Company closure task	Require posting date, outcome and accounting reference; allow variance note and evidence under the approved policy.
Batch convenience	A Studio may enter several company confirmations in one interaction, but the system writes one attributable result per company Pratica.
Partial accounting	Show confirmed and outstanding company tasks separately. One Studio's finished work cannot complete the shared compensation or trigger its company completion fees while another required task remains.
Shared completion	After each confirmation or blocker resolution, evaluate the billing brief's Completed condition. Persist one completion event and durable company fee obligations; retries cannot duplicate them. No global close override.
Failure and correction	Preserve an executed case when posting is delayed or fails. Use variance, correction or reversal events instead of deleting or editing execution history.
Audit	Record detection, coordination, responses, assignment, review decisions, recalculation, documents, signatures, execution, Pratica issuance, charges, accounting and corrections with actor and time.
Permissions	Apply the same Studio and case boundaries to lists, searches, direct URLs, notifications, documents, exports and audit.

7 Acceptance scenarios

Scenario	Pass condition
One Studio three companies	All three representations must be validly covered, whether by one authorized person or several. Execute once, issue three Pratiche and three tasks. Only all confirmations plus closure gates produce Completed and three fees.
Two Studios five companies	Do not assume two signatures suffice. Verify five company representations on the same version, preserve scoped evidence, then create five company dossiers/tasks. Completion and fee allocation follow the billing brief.
Partial accounting closure	Four of five company confirmations leave the shared case accounting pending with no completion fees. The fifth permits Completed only when required Pratica records exist and no unresolved closure blocker remains.
Waiting for another Studio	An in-product request appears, an eligible person claims it, and safe progress/contact are available. No routine email sequence; silence and contact clicks never advance review or execution.
Network incomplete	A candidate with one observed but unconnected participant cannot start coordination, review, signature or execution and shows the missing network condition.
Material change	A changed participant, amount or source creates a new version, invalidates affected reviews and signatures and prevents execution of the stale version.
Retry safety	Repeated final-signature or closure requests create no duplicate execution, Pratica, charge, task or closure event.
Tenant protection	A participating Studio can see its clients, assigned legs and permitted aggregate progress but cannot retrieve another Studio's invoices or internal notes.
Search and workload	An accountant can locate a named client or invoice and work a 100-opportunity fixture without opening every case.

Additional acceptance for version 1.3

Authority and exceptions: a valid Commercialista role with missing procura cannot sign. Test expired declarations, exceeded limits, denied or missing specific approval and a hard-excluded position. Each blocks the affected action, names its owner and leaves the original evidence intact. An approval for an older amount/version cannot be reused.

Representation: test one Studio with several signers and two Studios where one person lacks authority for one company. The case cannot execute until every company is validly covered. Test permitted multiple representation and a concrete conflict separately; assignment or handover never grants authority.

Changes during signing: after a partial signature, introduce a payment, credit note, restrictive parameter change or revocation. Stale confirmation/callback cannot advance the current case. Preserve signed evidence and route ambiguous legal timing for reconciliation. Duplicate final callbacks create no duplicate execution, dossiers or tasks.

Privacy and recovery: another Studio cannot retrieve reserved invoice or posting details by direct URL, search, export, signature packet or email. A document-generation failure after valid execution preserves execution and recovers the same dossiers. No raw XML or excluded description survives via attachments or logs.

Completion: four of five posting confirmations leave the shared case pending with zero completion fees. The fifth, with required records and no unresolved variance, creates one Completed event and one fee per company. Repeated events or dossier downloads do not create another fee. Test handover and contact prompt without routine coordination emails.

8 Implementation sequence and blockers

Build slice	Deliverable	Exit condition
1 Domain and event model	Objects, cardinalities, states, version boundaries, permissions and idempotency keys.	The two-Studio five-company scenario can be represented without ambiguous ownership or duplicate final events.
2 Queue and review	Compact queue, search, priority views, case workspace, decisions and recalculation.	Single-Studio acceptance cases pass with manual current-position verification.
3 Network coordination	Existing-network participation, Stage 02 owner claim/handover, in-product actions, aggregate progress and approved contact prompt.	Two existing Studios can coordinate without cross-tenant source disclosure.
4 Verbale and Pratiche	Company representation manifest, immutable common/annex evidence, validated signatures and timestamp, authority rechecks, execution evidence and recoverable Pratica/task delivery.	Final-signature and retry-safety scenarios pass in a controlled environment.
5 Accounting closure	Company tasks, batch convenience, partial closure, final closure, variance and correction events.	Executed, accounting-pending and Completed states reconcile correctly with the completion brief.
6 Studio validation	Observed test with accountants using realistic synthetic or authorized cases.	Issues are logged against acceptance scenarios and required changes are prioritized.

Production blockers

Decision owner	Required decision	Blocked capability
Attorney and product owner	Confirm finalized mandate/procura, multiple representation and conflict rules, company coverage, signature and timestamp mechanism, reserved-annex integrity and legal execution event.	Live professional authority and signing paths; synthetic tests may proceed.
Product and attorney	Approve the minimum cross-Studio disclosure, retention, decline, withdrawal and correction rules.	Production coordination and shared documents.

Decision owner	Required decision	Blocked capability
Product and finance	Use Completed as the fee trigger. Resolve fee tax treatment, quote freeze, adjustment and client pass-through policy in the Completion Event Pratica and Billing brief.	Live billing; never charge on Pratica issuance.
Product and accountants	Validate in-product waiting actions, approved contact, ownership and Italian labels. Essential legal/security notices remain separately governed.	Unapproved communication/disclosure paths; no reminder campaign required.
Bahadir in Turkey	Verify signature-provider validation, timestamp evidence, authority races, immutable versions, recoverable delivery, concurrency and current state migration.	Technical estimate and affected live integration, not preparation of this brief.
Product and accountants	Confirm required accounting reference, evidence, variance and reversal fields.	Production accounting closure form.

Part Two Supporting Product Detail and Evidence

This appendix preserves the reasoning behind Part One: current-product observations, information architecture, ranking analysis, workflow alternatives, test questions, evidence and sources. It supports discovery, later revisions and LLM analysis. It is not a substitute for the authoritative build rules in Part One. Historical MVP observations are not a current code audit. Version 1.3 amendments and current companion briefs govern conflicts; Appendix A20 distinguishes evidence, proposed controls and pending decisions.

Appendix A1 Purpose and original build boundary

Feature area	Owns	Success condition
Opportunity queue and search	Organizing, finding and prioritizing detected opportunities across a Studio portfolio.	The accountant finds the relevant opportunity without opening every case or relying on Jesse to explain the list.
Commercialista review workspace	Leg-level current-position review, Valid Modify Reject decisions, recalculation, versioning and audit.	Every required position has a clear decision and the case shows the reviewed amount and next action.

The earlier brief began with a narrower queue and review pilot. Subsequent product decisions expanded the authoritative build sequence to include network-only cross-Studio coordination, Verbale signature states, Pratica issuance and accounting closure. Part One contains that current scope. A complete interface redesign, automatic current-position access, outside-network participation and automated accounting posting remain outside the build.

Release labels

Label	Meaning in this brief
MVP	Required for the first working queue and review pilot.
Gated	Required before the related production action is enabled. Design may proceed while the dependency is open.
Later	Excluded from the first bounded build and reconsidered after observed use.
Open decision	The workflow needs Alberto, legal or technical evidence before the product rule is fixed.

Appendix A2 Current product and evidence

Observed area	Current evidence	Implication for this build
Opportunity volume	The demo shows three opportunities and states a limit of 100 active opportunities per Studio.	Design for a real list, not three permanently expanded cards. Use search, pagination or incremental loading.
Current presentation	Every opportunity is fully expanded on one long page. Review, outreach and final-validation concepts compete inside each card.	Use compact queue rows and open one focused workspace for detail and action.
Counts	The demo shows three opportunities but seven participant tasks across six distinct companies.	Always label the counted object. Opportunity, company and review-task counts must not be interchangeable.
Review behavior	Participant approval and final validation exist, but the product does not express a complete current-position decision.	Introduce explicit Valid Modify Reject semantics and separate leg progress from case state.
Blocking	Blocking currently removes an opportunity without confirmation or reason and discovery can restore it.	Blocking must be deliberate, reasoned, durable and auditable.

Observed area	Current evidence	Implication for this build
Source evidence	Opportunity cards show cycle participants and amounts, while invoice history and detailed source lineage are incomplete in the interface.	The review workspace must expose enough source context to verify each leg or state that the external accounting source is required.

The Studio Validation Plan defines G5 as usable opportunity discovery and G6 as validated case review. G5 passes when useful candidates are easy to find and poor candidates can be dismissed quickly. G6 passes when every invoice leg and required decision has a clear result.

Appendix A3 Recommended product model

Use two connected surfaces with shared search, filters, state and audit.

Surface	Primary question	Recommended behavior
Opportunity queue	What needs my attention and how do I find a particular client or case?	Compact rows, explicit counts, explainable priority, search, filters, sorting and persistent return state.
Review workspace	What is this candidate, what must I verify and what decision should I record?	Candidate summary, cycle explanation, leg-by-leg review, recalculation, blockers, version history and final confirmation.
Client context	A client called. Which open or historical opportunities involve that company?	Search by name or VAT number and show permitted active and historical cases with status, amount, next action and last update.

The queue is the default work surface. Selecting an opportunity opens a dedicated case route rather than expanding the entire record inside the list. Returning to the queue preserves the previous query, filters, sort order and scroll or page position.

Appendix A4 Core user journeys

Start the day from the work queue

1. Open Opportunities and land on My actions when the signed-in user has assigned work; otherwise land on All active.
2. Read summary counts that name their unit, such as 12 active opportunities, 4 opportunities needing my review and 3 blocked cases.
3. Scan compact rows showing the next action, participant summary, amount, review progress, data condition, owner and last change.
4. Filter or sort the list, open one opportunity and complete or save review work.
5. Return to the same queue state and continue with the next item.

Respond when a client asks

1. Enter the company name, VAT number, invoice number or known opportunity reference in the persistent search field.
2. If several companies match, choose the legal entity using name, VAT number and Studio relationship rather than guessing from display name.
3. Open the company context to see permitted active opportunities and relevant history. Each result names the company role, case status, amount, next action and last update.
4. Open the case or the specific invoice leg. The interface retains the search context so the accountant can return to the company results.
5. If no record is found, show whether the search returned no permitted result, the data is not yet acquired or a narrower identifier is required. Never disclose that another Studio holds a matching record.

Review one candidate

1. Read why the closed cycle exists, which obligation limits the proposed amount and which data or authority conditions remain uncertain.

2. Open the permitted invoice lineage and allowed structured fields, then verify the current position externally where needed. Do not expose excluded descriptions or full XML as case evidence.
3. Choose Valid, Modify or Reject for the leg. Modify records the current valid residual amount and a reason. Reject records a structured reason.
4. Save progress without implying final approval. Conciliias shows reviewed legs, missing decisions, the owner of each next action and the provisional recalculated amount.
5. Confirm the completed professional review. Conciliias binds the decisions to the candidate version, records the audit event and moves the case to the next permitted state.

Return after the candidate changes

1. Open the notification or queue item that identifies the changed source data, authority condition or case version.
2. See which prior decisions remain valid, which became stale and why.
3. Review only the affected legs when policy allows. A material change cannot silently reuse an old professional decision.
4. Confirm the new version or stop the case. The prior version and decisions remain visible in history.

Appendix A5 Opportunity queue information architecture

Recommended initial views

View	Purpose	Inclusion rule
My actions	Default working list for the signed-in commercialista.	Active opportunities with a current action assigned to the user.
All active	Portfolio-wide operational view within permitted Studio scope.	Detected, triaged, under-review, waiting, blocked and ready opportunities that are not closed or superseded.
Waiting	Work that cannot advance until another actor or condition changes.	Cases waiting on another user, missing evidence, authority, fresh data or an external response.
Ready	Cases whose required professional review is complete.	Cases ready for the next permitted validation or document stage; readiness reason must be explicit.
Completed and history	Find rejected, withdrawn, expired, superseded and completed cases.	Historical records retained under the approved policy. Excluded from active counts.

Saved custom views and team-configured queues are Later. The first version should observe whether the five views above match actual Studio work before adding configuration.

Queue row content

Field	What the accountant sees	Reason
Next action and status	Plain-language state plus the responsible actor, such as Review 2 remaining positions or Waiting for fresh data.	Prevents status labels from hiding what must happen next.
Companies and cycle	Compact participant names, cycle length and the searched company highlighted when applicable.	Makes the case recognizable without rendering the full cycle.
Amounts	Calculated maximum and current reviewed amount when different.	Preserves the distinction between machine proposal and professional result.
Review progress	Reviewed legs over required legs, with stale decisions identified separately.	Shows actual work remaining without confusing participant count with company count.
Data condition	Source cutoff, freshness warning and material coverage limitation.	Keeps candidate quality visible during prioritization.

Field	What the accountant sees	Reason
Responsibility	Assigned professional or Unassigned.	Supports shared Studio queues without assuming every Studio assigns work the same way.
Timing	Detected date, last meaningful update and due date only when a real due date exists.	Supports age and urgency without inventing deadlines.

Do not place full invoice tables, all participant controls, outreach actions or document-generation actions in the queue row. A short expansion may show blockers and participant names, but professional decisions belong in the review workspace.

Search behavior

Search input	Expected match	Result behavior
Company name	Exact and normalized partial name within permitted Studio scope.	Group by legal entity when names are similar. Show VAT number for disambiguation.
VAT number or tax identifier	Normalized exact identifier, accepting common formatting and an optional IT prefix.	Open the company context or show all matching permitted opportunities.
Invoice number	Exact or normalized document number among indexed source records.	Show the matching invoice leg and its opportunity. Require more context when the number is not unique.
Opportunity or case reference	Exact internal reference.	Open the case directly when permitted.
Counterparty name or VAT	Permitted participant or observed counterparty reference.	Return only information allowed by the Studio and case visibility model.

Search should ignore capitalization and harmless punctuation. It must not silently broaden a precise VAT or case-reference search into unrelated fuzzy matches. Recent searches may remain local to the user later; they are not required for MVP.

Filters and sorting

Control	MVP options	Notes
Work state	Needs triage, needs review, in review, waiting, ready, blocked and historical.	Labels should be tested in Italian with Alberto.
Next action owner	Me, unassigned, another permitted Studio user and external or Conciliias dependency.	Do not expose another Studio identity where disclosure is not permitted.
Company	One or more Studio companies.	Use legal entity identity, not free-text labels alone.
Amount	Minimum and maximum proposed or reviewed amount.	State which amount the filter uses.
Data condition	Current, stale, incomplete, failed or unknown.	Do not treat a recent import as complete coverage.
Date	Detected, last updated or real due date range.	Avoid fixed demo dates and invented urgency.
Exceptions	Dispute, missing authority, missing evidence, stale decision or other blocker.	Final taxonomy remains an open decision.
Sort	Recommended priority, highest value, oldest/newest, last updated and data freshness.	The selected sort remains visible and reversible.

Recommended priority must be explainable. The initial rule should place the signed-in user's actionable work first, then consider an actual due date, review readiness, unresolved blockers, age and data condition. Value may break ties or be a user-selected sort; it should not silently define professional priority. Do not rank by a predicted likelihood that the Studio will approve.

Ranking opportunities from invoice evidence

Do not begin with one opaque score. Rank within a visible work view using separate actionability, timing, value, data-quality and coordination signals. The user should always see the leading reason for the position and be able to select a different sort.

Signal group	Available or derived evidence	Recommended use and caution
Actionability	Assigned next action, review progress, authority condition, block state and whether all required participants can act.	Gate the working queue before economic ranking. A high-value case that cannot advance belongs in Waiting or Needs information, not at the top of Action now.
Payment timing	Payment due date when present; otherwise payment-term reference date plus term days when present. Derive days overdue or days to due, earliest and latest due date, and due-date spread across the cycle.	Prioritize due or overdue actionable cases. Treat a long future maturity as planning value, not automatic urgency. The payment block and due date are optional and do not prove that an invoice remains unpaid.
Economic value	Calculated compensation maximum from the limiting leg, payment amounts or installments, and later the professionally reviewed residuals.	Offer Highest value and value bands. Also show the percentage of the relevant obligations that the cycle may offset when the denominator is reliable. Preserve gross source amounts and reviewed residuals separately.
Efficiency	Number of legs, distinct companies, invoices, installments and participating Studios.	Use as a visible complexity estimate or tie-breaker. Shorter, single-Studio cases may be faster to validate, but complexity should not hide a high-value or urgent case.
Evidence quality	Permitted structured-field completeness, reliable source lineage, freshness and recorded professional checks. Do not use retained full invoice files as a quality prerequisite.	Prefer complete, current evidence inside an actionable view. Route uncertain cases to Needs information and explain the exact missing or conflicting evidence.
Opportunity stability	Repeated detection across acquisition runs, changed amounts, new credit notes or corrections, and time since last material change.	A stable repeated candidate may be easier to review. A recent material change should lower readiness and mark affected decisions stale rather than merely lowering a score.
Coordination burden	Single-Studio or cross-Studio, number of required reviewers, invitation status and outstanding external responses.	Keep Cross Studio as a filter and view. Until coordination is validated, rank an invited case by the next response needed rather than treating it as equivalent to a ready internal case.

The FatturaPA payment section can include payment conditions, payment method, a payment-term reference date, term days, a due date and a payment amount, including multiple payment details. These fields describe the invoice instructions; they are not a live receivables ledger. Current open balance, payment, dispute, assignment or set-off status still requires accounting data or professional verification.

Recommended first ranking rule

1. Choose the view first: Action now, Upcoming, High value, Needs information or Cross Studio. Do not force unlike work into one master score.
2. Within Action now, place assigned and unblocked work first, then real due or overdue timing, then review readiness and data quality.
3. Use calculated or reviewed compensation value as the next ordering signal or as an explicit Highest value sort.
4. Use lower coordination effort, fewer legs and older detection only as tie-breakers.
5. Show one or two reason labels such as Due 8 days ago, EUR 42,000 potential, Complete invoice evidence or Waiting for Studio response.

A long payment term deserves a separate experiment. It may signal capital tied up for longer and make early planning valuable, but an invoice due months from now is not necessarily the next professional action. Test whether accountants want an Upcoming high-value view rather than adding future maturity directly to urgency.

Appendix A6 Review workspace

Candidate summary

- Opportunity reference, current version and lifecycle status.
- Closed-cycle diagram and plain-language explanation of why the cycle exists.
- Calculated maximum, limiting obligation and current reviewed amount.
- Participant summary with permitted Studio relationship and authority indicators.
- Data source, acquisition run, source cutoff, freshness and material coverage limitation.
- Current owner, missing actions, blockers and next permitted action.

Leg review

Each obligation shows permitted debtor/creditor identity, invoice reference/date, allowed amounts and source lineage under the FatturaPA allowlist. Show current residual, verification source/date and reviewer separately from invoice facts; do not assume the invoice proves an unpaid balance.

The interface should state when the current position must be checked outside Concilias. A manual check can be recorded with source, check date and optional note or evidence reference. Concilias must not present invoice presence as proof that the amount remains open.

Decision semantics

Decision	Meaning	Required input	Effect
Valid	The accountant confirms that the leg remains valid for the displayed residual amount.	Confirmation and current-position check source; evidence requirement remains a policy decision.	Leg is review-complete for this candidate version.
Modify	The accountant confirms a lower currently valid residual amount.	Residual amount, structured reason, check source and optional note or evidence reference.	Concilias recalculates the candidate using the reviewed residual.
Reject	The accountant determines that the leg cannot support this candidate.	Structured reason and check source; note or evidence as required by policy.	Current candidate version stops and remains in history. Later discovery may create a new candidate under explicit rules.

A partially paid position is normally a Modify decision rather than Reject, subject to Alberto's confirmation. The provisional rejection reasons are paid, disputed, assigned or ceded, corrected or credited, duplicate, wrong legal entity, insufficient evidence, no longer open and other. Legal and product review must confirm the final taxonomy and whether any reason requires evidence.

Recalculation and final review

Preserve the original calculated maximum. When every leg is Valid or Modify, the reviewed candidate amount is the minimum reviewed residual across the closed cycle. A zero residual or any Reject decision stops the current candidate version. Concilias should show the before and after values immediately and identify the limiting leg.

Final review confirmation is separate from saving draft decisions. The confirmation screen shows all leg decisions, the original and reviewed amounts, remaining authority or data blockers, the candidate version and the next state. The system prevents confirmation when required decisions are missing or stale.

Appendix A7 Cross Studio coordination

Cross-Studio coordination and commercialista review use the same opportunity, obligation, decision, version and audit model. The difference is that no one Studio should automatically see or control the other Studio's client

records. The extension therefore adds discovery disclosure, invitation, role acceptance, segmented review, progress communication and multi-party completion rules.

Provisional cross Studio flow

1. Conciliias detects a candidate containing companies managed by more than one existing Conciliias Studio and marks it Cross Studio. Every participant must satisfy the network-only eligibility gate before coordination can start.
2. An authorized initiating user reviews the visible summary and starts a coordination request. Conciliias records the initiating Studio, purpose, candidate version and the disclosure basis.
3. Conciliias creates an in-product action for the receiving Studio. An eligible commercialista claims the participation and accepts, declines or requests clarification. Reuse Stage 02 handover and approved contact prompt; no routine coordination email sequence. Acceptance does not grant client authority or access to another Studio's source invoices.
4. Each Studio reviews only the companies and obligation legs within its authority. The shared case shows aggregate progress, blockers and the next responsible party without revealing protected source detail.
5. Conciliias recalculates the shared candidate from permitted reviewed residuals and prepares one shared Verbale after all reviews are complete.
6. Authorized representatives cover every participating company on the same Verbale version. Only validated complete coverage, digital signatures, timestamp and current authority/eligibility permit Executed. Execution creates recoverable company Pratica and accounting-task obligations; shared accounting completion creates fee obligations.
7. Each Studio records posting for its represented companies. Individual accounting confirmations remain distinct; the shared case becomes Completed only under the completion brief's full condition. A Pratica exists before accounting completion and gains the confirmation and final completion record.

Coordination options considered

Option	How it works	Product status
Existing network workspace	Receiving Studio sees a safe in-product request; an eligible owner claims it and follows permitted shared progress.	Current baseline; no routine coordination email sequence.
Assisted human contact	Approved contact prompt supports phone or independently sent email. Record actual decisions in Conciliias; a contact click is not delivery or approval.	Pilot support, not an automatic reminder campaign.
Outside network invitation	A company observed in invoice data but not connected would be invited to nominate or connect its Studio before the case can become actionable.	Later network-building feature. No outside accountant receives case review access in this build.

Use in-product actions and progress for existing Studios, with the approved contact prompt for human follow-up. External communication can help testing, but is not an automatic email/reminder feature. Outside-network invitation links remain a later network-building feature.

Minimum shared information to test

- A safe case reference and reason for the coordination request.
- The invited Studio's own client identity and assigned obligation legs.
- Potential compensation amount as a range or permitted aggregate, subject to legal and accountant feedback.
- Requested action, responsible party, request date, response state and any real deadline.
- Aggregate progress such as two of three required Studio reviews complete, without exposing another Studio's invoice detail or notes.
- Structured clarification, decline and blocker reasons, plus a controlled way to reference supporting documents.

Appendix A8 State and responsibility model

Keep the opportunity lifecycle, review progress and next-action ownership separate. One status should not try to represent all three.

Dimension	Proposed states	Rule
Opportunity lifecycle	Detected, Under review, Ready for next stage, Approved for next stage, Rejected, Blocked, Withdrawn, Superseded, Expired.	Final names require Alberto and legal review. Historical terminal states remain searchable.
Review progress	Not started, Draft, Complete, Stale.	Progress is derived from required leg decisions for the current candidate version.
Next-action owner	Assigned Studio user, unassigned Studio queue, Conciliias, another permitted participant or external dependency.	The product names both the required action and its owner.
Data condition	Current, stale, incomplete, failed or unknown.	A separate fact that can restrict action without erasing the opportunity history.
Authority condition	Sufficient, missing, expired, revoked or exception review.	Independent from data and professional decision.

Appendix A9 Roles privacy and control

Role	Permitted in this feature	Excluded
Authorized commercialista	Search permitted Studio records, review assigned or authorized cases, record professional decisions and confirm review.	Access to another Studio's source invoices or decisions outside permitted participation.
Tech capability	Only technical setup, acquisition errors and necessary source information within Stage 02 scope.	Cannot claim professional ownership, review, sign or confirm accounting without separate eligibility and authority.
Studio administrator	Colleague and Studio management follows Stage 02 Commercialista capability and safeguards; this is not an additional role granting professional authority.	Professional approval solely because the user administers the account.
Conciliias support	Inspect minimum operational status and support an error under explicit scope.	Impersonation, professional decision, client consent or forced case completion.
Outside network counterparty	May appear only as an observed company in a Network incomplete candidate.	Case review, documents, signatures or execution until the company and its Studio join through a later network-building workflow.

Search, filters, direct URLs, exports and audit access must enforce the same tenant and case boundaries. A search result must not reveal that another Studio has a matching company, invoice or opportunity unless the approved cross-Studio disclosure rule permits it.

Appendix A10 Earlier functional requirement detail

Feature name and release	Requirement
Opportunity queue default view MVP	Open a compact queue rather than fully expanding every active opportunity. Show explicit object counts and default to My actions when assigned work exists.
Queue row summary MVP	Show next action and owner, participant summary, calculated and reviewed amount, review progress, data condition, responsibility and last meaningful change.

Feature name and release	Requirement
Queue scale MVP	Keep the stated 100 active opportunities usable through search and pagination or incremental loading. Bahadir must confirm the measurable response-time and concurrency budget.
Persistent queue state MVP	Preserve query, filters, sort and page or scroll position when the user opens a case and returns.
Opportunity search MVP	Search permitted records by company name, normalized VAT or tax identifier, invoice number, opportunity reference and permitted counterparty identity.
Client context MVP	From a company match, show permitted active and historical opportunities with role, status, amount, next action and last update. Link to the exact case or leg.
Search safety MVP	Normalize harmless formatting while keeping exact identifiers precise. Do not disclose the existence of records outside the user's allowed scope.
Queue filters MVP	Filter by work state, action owner, company, amount, data condition, date and exception. Display active filters and provide one action to clear them.
Queue sorting MVP	Support explainable recommended priority, value, detected date, last update and freshness. Keep the selected sort visible and reversible.
Explainable priority MVP	For a recommended order, show the reason such as Assigned to you, Due soon, Ready for review or Stale data. Do not use predicted approval likelihood.
Invoice timing signals MVP	When present, normalize payment due dates or derive them from payment-term reference date and term days. Calculate days overdue or to due and the due-date spread. Label missing dates and never treat invoice payment instructions as proof of an open balance.
Value and efficiency signals MVP	Calculate the candidate maximum from the limiting leg, display reviewed value when available and expose leg, company, installment and Studio counts. Keep these signals independently visible rather than hiding them in one score.
Priority views MVP	Provide Action now, Upcoming, High value, Needs information and Cross Studio views or equivalent filters. Test whether long future maturities belong in Upcoming high value rather than the urgent work order.
Saved custom views Later	Evaluate user-created views only after pilot observation confirms recurring combinations that the standard views do not serve.
Candidate summary MVP	Show the cycle, limiting obligation, calculated maximum, reviewed amount, data condition, authority condition, owner, blockers and next action for one candidate version.
Invoice source lineage MVP	Show permitted structured invoice fields and source lineage under FatturaPA v0.2. Keep source facts separate from current-position checks; do not retain or expose unrestricted XML/descriptions.
Manual current-position check MVP	Let the accountant record the external accounting source and check date without requiring an automated current-position connector.
Valid decision MVP	Record confirmation of the displayed residual amount for one leg and bind it to the reviewer, role, time and candidate version.
Modify decision MVP	Require a valid residual amount and structured reason. The value cannot be negative or exceed the source amount without a corrected source record and new version.
Reject decision MVP	Require a structured reason. Apply the approved evidence rule and stop the current candidate version without erasing it.
Draft review MVP	Save incomplete work clearly as draft. A draft decision cannot satisfy a final review gate or be described as approval.
Immediate recalculation MVP	After a modification, recalculate the reviewed cycle amount, show before and after values and identify the new limiting leg.

Feature name and release	Requirement
Missing action state MVP	Show each missing or stale decision, the responsible actor and the condition required to continue.
Review confirmation MVP	Before final confirmation, summarize all decisions, amounts, blockers and the candidate version. Prevent confirmation while a required decision is missing or stale.
Version-bound decisions MVP	Bind decisions to the candidate and source version. Material source, amount, participant, authority or policy changes mark affected decisions stale rather than silently carrying them forward.
Assignment MVP	One eligible responsible commercialista per Studio participation, using Stage 02 claim and explicit handover. Separate global coordinator responsibility from each Studio's professional authority.
Block and reactivate MVP	Require confirmation and reason, preserve the block across discovery, update counts and record the action. Reactivation requires an explicit permitted action and audit event.
Withdraw and supersede MVP	Preserve historical versions and reasons. Do not delete a case merely because it is no longer actionable.
Audit history MVP	Record detection, assignment, decisions, before and after values, reasons, evidence references, recalculation, status change, block, reactivation and version change with actor and time.
Count reconciliation MVP	Label and reconcile opportunities, distinct companies, participant occurrences and review tasks separately across queue, dashboard and case.
Accessibility and language MVP	Support keyboard operation, visible focus, screen-reader labels, non-color state cues and consistent Italian-first terminology with complete English localization where offered.
Bulk professional decisions Later	Do not approve, modify or reject multiple legs or cases in bulk in the first version. Observe whether any safe repetitive action exists before designing it.
Automated current position Later	Treat accounting-system enrichment as optional future automation. It cannot replace the professional decision without an approved rule.
Cross Studio case model MVP foundation	Represent Studio participation, assigned companies and legs, aggregate review progress and next-action ownership without granting cross-tenant source access. Single-Studio review uses the same underlying case model.
Network eligibility MVP	Allow coordination only when every participating company is connected and mapped to an existing participating Studio. Mark other cases Network incomplete and prevent progression.
Coordination request MVP	Create an in-product coordination request for a connected Studio, with claim, response, current owner and safe progress. Reuse the approved contact prompt; no routine coordination email sequence.
Segmented review MVP	A participating Studio reviews only the companies and legs within its authority. Shared progress exposes completion and blockers but not another Studio's invoices, internal notes or detailed decisions.
Cross Studio completion MVP	Require current reviews, valid representation/signature coverage for every company, and attributable company posting confirmations. Execution and Completed are separate gates; no Studio-count signature shortcut.
Structured communication MVP	Record structured clarification and blocker states with responsible owner. Communication may occur outside Conciliias through approved contacts. Do not add automatic reminders or treat contact views as sent notices.

Appendix A11 Error states and operational exceptions

Condition	Required behavior	Next owner
No opportunities	Explain whether analysis has not run, no closed cycles were found or data coverage is insufficient. Offer the relevant next action.	Studio user or acquisition owner.
No search result	Keep the query visible and suggest a VAT number, invoice number or wider permitted date range. Do not reveal outside-scope matches.	Signed-in user.
Similar company names	Require selection using legal identity and VAT number. Do not merge or guess.	Signed-in user or identity administrator.
Stale or incomplete data	Show the affected scope and source cutoff. Allow review only under the approved rule; otherwise block confirmation and name the acquisition action.	Acquisition owner.
Concurrent edit	Detect a stale candidate or review version before saving or confirming. Re-read the current state and preserve the user's draft where safe.	Current reviewer.
Changed source record	Create or identify the new candidate version and mark affected decisions stale. Preserve the earlier source and decision history.	Assigned commercialista.
Recalculation produces zero	Stop the current candidate version and explain which decision removed the compensable amount.	Assigned commercialista.
Blocked case rediscovered	Keep the existing block unless an explicit reactivation rule is met. Link the new discovery evidence to the blocked history.	Authorized Studio user.
Missing permission	Deny the action consistently in the interface and direct request path. Show a safe explanation without exposing restricted data.	Studio administrator if access should change.
Audit or save failure	Do not show the decision as recorded. Preserve entered work locally where safe and provide a retry or support reference.	Signed-in user or Conciliias support.

Appendix A12 Earlier delivery sequence

Slice	Required outcome	Exit condition
1 Queue structure and ranking	Compact active list, explicit counts, priority views, explainable invoice-derived signals, sorting and return-state preservation.	The three demo opportunities remain understandable; a 100-opportunity fixture stays usable; the accountant can explain why the first case appears first.
2 Search and client context	Company, VAT, invoice and opportunity search with permitted client history.	An accountant can answer a scripted client question without scanning all opportunities.
3 Leg review	Candidate summary, source lineage, manual-check record and draft Valid Modify Reject decisions.	Every leg in one synthetic case can receive an attributable decision.
4 Recalculation and final review	Immediate residual recalculation, missing-action state and final review confirmation.	Modify changes the reviewed amount; Reject stops the version; incomplete or stale review cannot confirm.
5 Versioning and exceptions	Durable blocking, stale-decision handling, assignment and complete audit.	Repeated discovery and scripted source changes preserve correct history without duplicate or silent state changes.
6 Single Studio test	Alberto completes queue, client-search and review tasks with minimal coaching.	Observed terminology, information and workflow issues are recorded against acceptance tests and prioritized.

Slice	Required outcome	Exit condition
7 Cross Studio workflow test	Run an in-product coordination case between two existing Conciliias Studios, followed by signatures, Pratica issuance and partial then complete accounting closure.	The two-Studio five-company acceptance scenario passes and the team records terminology, notification and responsibility issues.

Appendix A13 Extended acceptance tests

Test	Pass condition
Find assigned work	The signed-in accountant reaches an assigned opportunity from My actions and can explain why it appears first.
Explain timing and value	A case with valid payment timing shows its due or overdue position and potential compensation value. A case without a due date is labeled unknown rather than assigned an invented date.
Separate future value from urgency	A high-value case due months later is findable in Upcoming or High value without displacing due actionable work solely because its term is long.
Handle list volume	A fixture with 100 active opportunities remains searchable, filterable and navigable without fully rendering every case.
Search by client	Searching a company name and VAT number returns the correct permitted entity and its active opportunities.
Search by invoice	An invoice number leads to the correct leg or asks for disambiguation when the number is not unique.
Preserve queue context	After opening and closing a case, the prior query, filters, sort and list position remain.
Explain one candidate	Without narration, the accountant identifies the cycle, limiting obligation, proposed amount, data condition and next required check.
Record valid	A Valid decision persists with reviewer, role, time, check source and candidate version.
Modify and recalculate	A lower residual amount and reason persist; the reviewed case amount and limiting leg update immediately while the original maximum remains visible.
Reject and stop	A required reason persists, the current version stops and no later stage can proceed from that rejected version.
Save a draft	Incomplete decisions remain editable and are never counted as completed review.
Prevent incomplete confirmation	Final review is unavailable while a required leg is unreviewed or a decision is stale.
Handle a source change	A material source change creates or selects a new version and marks affected prior decisions stale without erasing them.
Durable block	A blocked case remains blocked after discovery reruns; the reason, actor and history remain visible and counts reconcile.
Protect tenant data	Direct identifiers, search and exports cannot reveal another Studio's invoices, notes or cases outside approved participation.
Coordinate a cross Studio case	In a prototype or controlled test, each Studio sees only its assigned client and legs, while both can understand request state, aggregate progress, next owner and blockers.
Prevent unilateral cross Studio completion	One Studio cannot advance the shared case while another required review, authority condition or response remains incomplete.
Reconstruct history	Audit shows detection, assignment, decisions, recalculation, confirmation and later changes in chronological order.

Test	Pass condition
Accountant usability	Alberto can find one useful candidate, dismiss or reject a poor one, investigate an uncertain one and locate a client's case with minimal coaching.

Appendix A14 What may remain manual in the first pilot

- Looking up the current position in Buffetti or another accounting source.
- Evaluating disputes, assignments, unusual tax treatment and documentation sufficiency.
- Attaching evidence outside Conciliias when a reference and audit note are enough for the controlled test.
- Assigning the first cases during an assisted setup rather than building an advanced routing engine.
- Running candidate discovery on demand rather than continuously.
- Using telephone or email as a testing fallback while Conciliias remains the authoritative record of the request, response, decisions and timing.

Manual work is acceptable only when the product records who performed the check, what source was used and what decision resulted. Manual verification cannot be represented as automated data or complete source coverage.

Appendix A15 Questions for Alberto

1. When you open a work list, what makes one opportunity worth reviewing before another?
2. How should due or overdue timing, potential compensation value, data completeness and review effort influence the order?
3. Would a high-value invoice due months from now belong in your immediate work list or in a separate upcoming-opportunities view?
4. Would you start from your assigned work, the client portfolio, the highest amount or another view?
5. When a client calls, which identifier do you normally have: company name, VAT number, invoice number or something else?
6. Which fields must appear in the queue before you decide to open a case?
7. Does Valid Modify Reject match your language and decision process? What would you call these actions in Italian?
8. For a partially paid invoice, would you record the residual amount as Modify or use another concept?
9. Which rejection reasons occur most often and which require supporting evidence?
10. What do you check in Buffetti or another system before confirming a current position?
11. Can one commercialista review the whole case, or must responsibility be divided by client or invoice leg?
12. Which cases should remain visible after rejection, blocking, expiry or completion, and for how long?
13. Which reminders or due dates are real operational needs rather than artificial product deadlines?
14. At what list size does the workflow become difficult, and which filters would you use every day?
15. When another Studio manages a company in the cycle, who should initiate contact and what minimum information is appropriate before the other Studio accepts?
16. When an observed counterparty is not connected to Conciliias, what information would be appropriate in a later invitation to join the network without presenting the case as actionable?
17. Which cross-Studio communications need structured choices, which need a free-text explanation and which should remain by telephone or email?
18. What aggregate progress can both Studios safely see, and which invoice details or notes must remain private to each Studio?

Appendix A16 Questions for Bahadir

1. Which queue, search and opportunity structures already exist, and which fields are indexed today?
2. Can search safely cover company identity, VAT number, invoice number and opportunity reference under current tenant boundaries?
3. How does the current 100-active-opportunity limit work, and what pagination or loading model is available?
4. Can professional decisions bind to an invoice leg and candidate version without destabilizing the current demo?

5. What events currently create or change opportunity, participant approval, block and validation states?
6. What is the smallest clean recalculation path that preserves the imported amount, calculated maximum and reviewed amount?
7. How should concurrent edits and a changed source record invalidate or preserve draft decisions?
8. Which audit events exist and what additional before and after fields are required?
9. What fixture can generate 100 varied opportunities, including useful, poor, uncertain, stale, blocked and changed cases?
10. Which UI components and navigation patterns can be reused from the current application?
11. Which FatturaPA payment-term fields are currently parsed, how often are they populated in available samples and can installments be normalized reliably?
12. Can ranking remain a transparent ordered rule with stored reason labels rather than a single weighted score?
13. Can the current tenant and case model represent multiple participating Studios, segmented legs and aggregate progress without cross-tenant data leakage?
14. Verify with Bahadır in Turkey: can the existing Stage 02 owner, handover, in-product request, progress and approved contact controls support this flow without adding a routine coordination email sequence?

Appendix A17 Open decisions and dependencies

Decision owner	Open decision	Blocks
Alberto and product	Natural queue views, priority cues, list fields, search behavior and Italian terminology.	Final queue interaction design and validation script.
Alberto and product	How due timing, long future terms, compensation value, data quality and coordination effort should affect priority.	Default ranking rule and Upcoming or High value views.
Alberto and product	Valid Modify Reject semantics, partial-payment handling, reason taxonomy and evidence expectations.	Final decision controls and reason rules.
Attorney and product	Professional authority, standing mandate boundaries, client exceptions and which changes require renewed action.	Production confirmation and downstream progression.
Product and Bahadır	Candidate version boundary, stale-decision rules and whether source corrections create a new candidate or version.	Safe persistence and concurrency behavior.
Product and Bahadır	Search indexes, result limits, pagination, response-time budget and 100-opportunity fixture.	Performance acceptance and implementation estimate.
Product and Bahadır	Existing state names and migration from participant approval to professional decision.	Transition plan for current demo and stored records.
Product and operations	Who may assign, block, reactivate, withdraw and reopen a case.	Permissions and support workflow.
Accountants and product	Who normally initiates a cross-Studio request, which Studio contact receives it and how coordination ownership may transfer.	Final coordination interaction and notification rules.
Attorney privacy and product	Cross-Studio disclosure basis, minimum shared information, authority evidence, decline and withdrawal rules, retention and search behavior.	Any production cross-Studio invitation or shared case.
Product and Bahadır	Multi-Studio case roles, segmented visibility, aggregate progress, notification and response-state design.	Cross-Studio prototype and technical estimate.

Appendix A18 Measurement

Measure	Definition and use
Findability	Time and steps to find an assigned opportunity, a named client and a known invoice. Record failed searches and coaching.

Measure	Definition and use
Queue usefulness	Opportunities opened, dismissed or left unresolved from each view and filter. Use observations to refine the default order.
Ranking usefulness	How often users open a lower-ranked case first, change the sort, move to Upcoming or High value, or say the leading priority reason is wrong.
Review effort	Time per case and leg, external lookups, interruptions, drafts and evidence actions.
Decision outcomes	Valid, Modify and Reject counts by reason, with candidate value before and after review.
Data limitation	Reviews blocked or delayed by stale, missing or incomplete data and time to recover.
Workflow integrity	Stale decisions prevented, duplicate state changes prevented, block durability and audit completeness.
Usability	Tasks completed without coaching, errors, backtracking and terminology corrections during the Studio test.
Cross Studio coordination	Time to response, clarification loops, declines, missing authority, external-channel use and information participants say was missing or overexposed.

Appendix A19 Source register

Source	Use in this brief
Conciliias Product Flow Architecture updated 2 October 2026	Feature boundary, current status and shared document convention.
Conciliias Living Product Map updated 1 October 2026	G5 and G6 current product, gaps, evidence, next-build candidate and dependencies.
Conciliias Current Functionality Inventory	Observed three-opportunity demo, 100-active limit, long expanded page, counts, states and action behavior.
Conciliias Studio Validation Plan Feature Gates v3.1	G5 and G6 product features, test method and pass conditions.
Conciliias First Demo AAR and Followup	Validated candidate versus current-position boundary and requirement to reduce or stop the operation.
Conciliias PRD v0	Valid Modify Reject behavior, manual checks, recalculation, evidence, versioning and audit requirements.
FatturaPA format technical specifications version 1.3.1	Available and optional payment-condition, payment-term, due-date, installment and payment-amount fields; boundary between invoice instructions and current accounting position.
Jesse product direction on 3 October 2026	Priority on organization, large opportunity lists, filters, client-driven search, invoice-based ranking and testable cross-Studio coordination.
Jesse product direction on 4 October 2026	Network-only cross-Studio scope, initiating-accountant notification, shared Verbale signatures, company Pratiche and accounting closure after execution.

Part One states the current build requirements. The appendix does not claim that accountants have validated the final queue, ranking, notification, cross-Studio terminology or accounting-close interaction. Record those results after the Studio sessions, resolve the named production blockers and revise Part One when a decision changes.

A20 Contract amendment and integration notes

What changed in version 1.3

Added version-bound company authority and exception checks, declarations, conflicts and revocation handling. Replaced fixed Studio signature counts with company representation coverage. Added reserved-annex privacy and execution evidence gates. Aligned fee timing, ownership and quiet coordination with newer companion briefs. Queue/search, explainable ranking, Valid/Modify/Reject and the existing detection algorithm remain in scope without an algorithm redesign.

Evidence and legal status

Primary legal source: Conciliias Contratto Quadro v5 rev MS, reviewed draft marked 18 September 2026, with tracked changes and unresolved comments. It is not a finalized executable contract. Arts 3–4 support eligibility, parameters and professional checks; Arts 5–6 support representation, privacy and legal perfection; Arts 7–8 support declarations and changed positions; Arts 9 and 11 support data controls and withdrawal. Guide A5 discusses ten-year evidence retention from perfection, not blanket retention of raw invoices. Final annexes, DPA and Network Rules remain dependencies.

Product interpretation versus confirmed law

This brief proposes software controls to implement the draft. Counsel must confirm precise maximum/minimum amount basis, exclusions and withholding, declaration validity, specific-approval evidence, conflict handling, signature and timestamp configuration, revocation timing and reserved-annex integrity/access. The draft's temporary reservation comment requires a uniform Network Rules policy. Do not present any unresolved control as legal clearance.

Companion briefs and ownership

Client Onboarding v1.1 owns the client authority profile, mandate/procura and parameter versions, declarations, secure approval requests and withdrawal records. FatturaPA v0.2 owns usable/retained fields, transient XML extraction and purpose-specific retention. Studio Workspace and Users v1.1 owns capabilities, one owner per Studio participation, handover, action lists and approved contact prompt. This brief consumes those facts and enforces professional and signing gates; it does not recreate them.

Completion and billing boundary

Completion Event Pratica and Billing v0.2 owns accounting confirmation, Completed, configurable EUR 5 company fees, disclosure, the fee ledger and corrections. Its company-representation and execution rules are now aligned: validated execution makes company Pratiche and accounting tasks available; all company confirmations, required Pratica records and no unresolved closure blocker permit Completed and company fees. Studio signature counts alone prove neither execution nor completion. This closes the earlier document-alignment task, not the legal or live-billing release gates.

Verify with Bahadır in Turkey

Inventory existing review, reservations, versions, signature provider and execution evidence before estimating changes. Verify company-to-person authority references, concurrent ownership changes, revocation/signature race handling, timestamp verification, reserved annex support, durable job recovery and legacy Closed-to-Completed mapping. Confirm the historical 100-active-opportunity limit and performance budget rather than assuming today's implementation. Preparation and synthetic scenarios can proceed before this technical review.

Accountant testing before the affected live release

Walk through a partially paid invoice, expired declaration, client-specific limit exception, conflict, authority change during signing and a waiting cross-Studio request. Ask accountants to explain who can act, what evidence is missing, what is shared, whom to contact, and the difference between execution and accounting completion. Record observed behavior and revise labels without relaxing authority, privacy or audit gates.

Product Map placement

Keep this same shared document link under Stages 05 through 09 where currently referenced; Stage 10 points to the completion/billing brief for its authoritative fee rules. Add dependency references to Stage 02 ownership, Stage

03 client authority and Stage 04 data rules. A linked brief means requirements coverage, not that the feature is built, legally cleared or production-ready.

Related document links

Client Onboarding v1.1 — <https://docs.google.com/document/d/1s1piwGRIVm5BjfShUfzZhMwSrlwxQjyi/edit>

FatturaPA v0.2 — <https://docs.google.com/document/d/10tNi8saT92iD1C4TloZe1mDRGKukAlhS/edit>

Studio Workspace and Users v1.1 —

https://docs.google.com/document/d/17bLavKZx-HcDsKOlhM6i7jX_8b6Emhba/edit

Completion Event Pratica and Billing v0.2 —

<https://docs.google.com/document/d/1SnOrXX4b-D-UggBqmD3L-o5zRlc8aeis/edit>