Sample Workflow:
Accounts Payable Automation

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How an automated accounts payable system works:

To better understand AP automation using the PaperVision® product suite, check out this flowchart showing how the process works. Use the chart as a starting point for developing your own flowchart showing where digitization and workflow automation can meet your company's specific accounts payable needs.

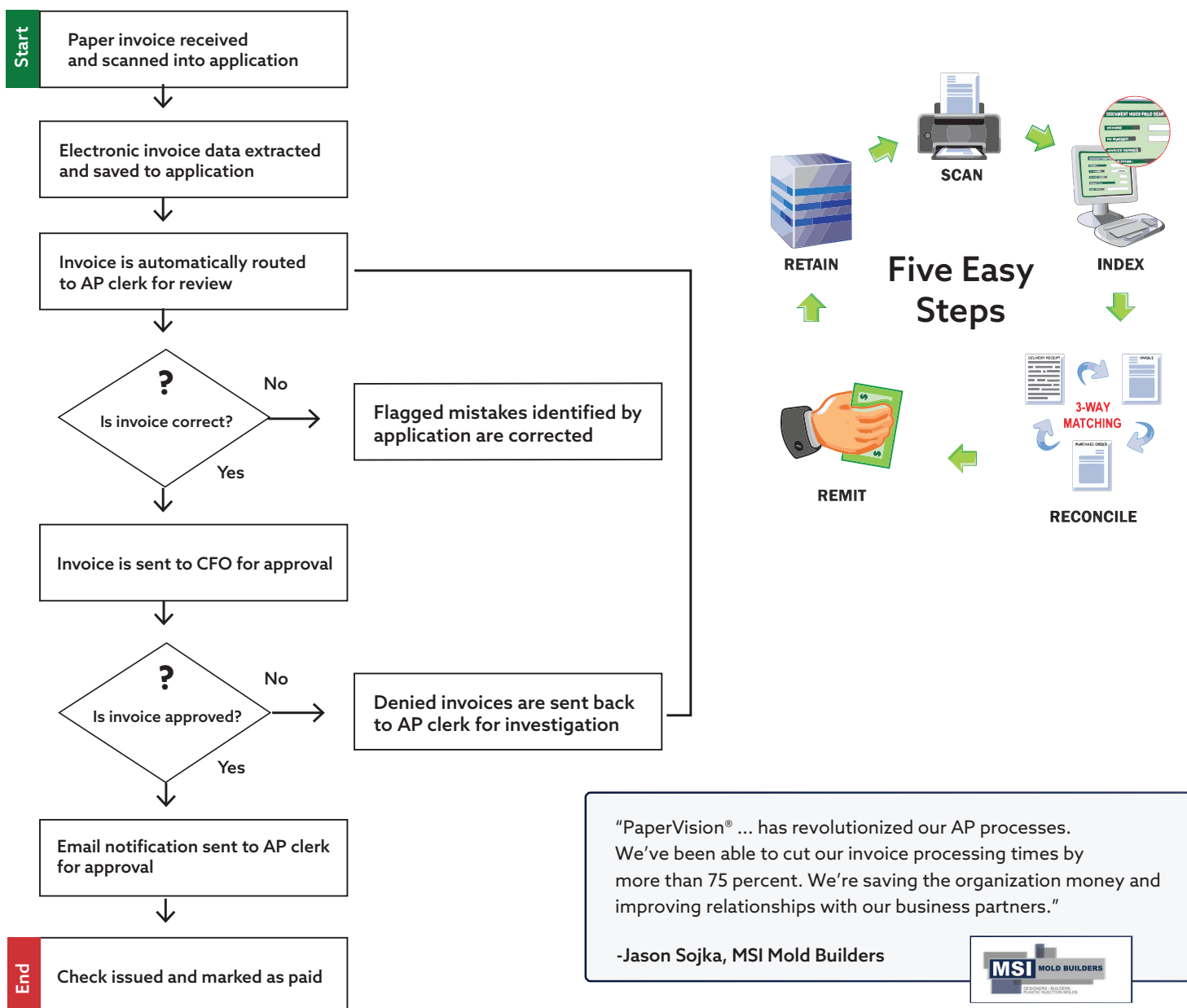## There are five main steps to automating your accounts payable department:

Scan: Paper invoices are converted into secure digital invoices

Index: Digital invoices are sorted into categories with critical data extracted and transferred to accounting applications

Reconcile: Invoice, purchase order and delivery data are shown side-by-side for three-way matching

Remit: Digital invoices are automatically routed for reviews and approvals

Retain: Digital invoices are securely stored for as long as specified (automated document retention)

Start
- Paper invoice received and scanned into application
- Electronic invoice data extracted and saved to application
- Invoice is automatically routed to AP clerk for review
- **?** Is invoice correct?
  - No → Flagged mistakes identified by application are corrected
  - Yes → Invoice is sent to CFO for approval
- **?** Is invoice approved?
  - No → Denied invoices are sent back to AP clerk for investigation
  - Yes → Email notification sent to AP clerk for approval

End
- Check issued and marked as paid

Five Easy Steps

RETAIN → SCAN → INDEX → RECONCILE → REMIT

3-WAY MATCHING

> "PaperVision® ... has revolutionized our AP processes. We've been able to cut our invoice processing times by more than 75 percent. We're saving the organization money and improving relationships with our business partners."
>
> -Jason Sojka, MSI Mold Builders

MSI MOLD BUILDERS

Ready to start automating your processes? Contact us: www.digitechsystems.com