

Accounts Payable in a

Remote Work Environment

Automation is the Answer



Many organizations now find themselves scrambling to determine how whole teams—especially the back office and finance teams—will effectively carry out their responsibilities remotely. The accounts payable process isn't one that is usually managed remotely, but automation makes this possible so that your team won't miss a step.

AP Automation streamlines the AP process allowing your finance team to operate as if they were in one centralized location.



Invoice Receipt

Electronic invoices are automatically sent to the system. Paper invoices can be sent to a central PO Box address for receipt and scanning.

THE REMOTE ADVANTAGE

Remote workers don't need to worry about handling paper invoices or traveling to the office to pick up paper invoices.

Invoice Capture & Coding

Invoices are captured and coded with OCR technology and supported by human review to achieve 99.5% accuracy without the need for any manual entry.

THE REMOTE ADVANTAGE

Remote AP teams have a central system where they can view all invoices in process



Invoice Approval

Workflow routing rules send invoices to department heads for approval with automatic reminders and approval tracking.

THE REMOTE ADVANTAGE

Department heads can view and approve invoices in a central system, no matter where they are

Payment Authorization

Payment authorizers receive notification that there are payments pending release, with all the details readily available. Segregation of duties and multi-tiered approval levels are handled with ease.

THE REMOTE ADVANTAGE

Payment approvers can easily review and approve payments on any device, at any time, no matter their location



Payment Execution

Payments are automatically processed on their scheduled date using the chosen payment method (check, virtual card, ACH or wire) and remittance is automatically sent to vendors.

THE REMOTE ADVANTAGE

You don't need to be in the office to send out your payments. Transitioning your payments to a virtual card prevents your vendors from needing to handle physical checks and their funds are deposited directly into their bank account.

With remote work becoming so widely adopted, and so quickly, automating your AP becomes essential. With one centralized system you will increase efficiency, reduce fraud risk, and improve visibility and control all while improving productivity and organizational value.

Get started today and you can be up and running in days.
Contact us at info@mineraltree.com or 617-299-3399