

Accounts payable and receivable processing

Automatically processes incoming invoices and bills through OCR extraction, approval routing, and payment scheduling while updating accounting records. Reduces manual data entry by 80% and ensures timely payments with proper approval controls.

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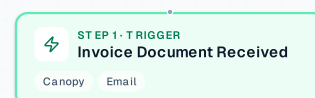


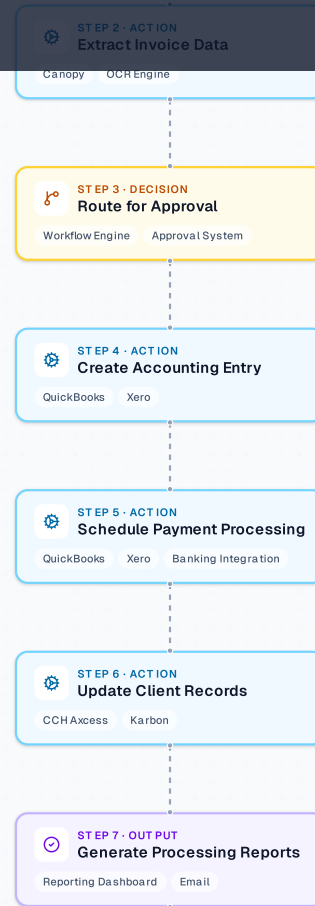
WORKFLOW TRIGGER

Invoice or bill document received via email or document upload

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Invoice Document Received

New invoice or bill document arrives via email attachment, client portal upload, or direct scanning. Document is automatically captured and queued

2

 ACTION

Extract Invoice Data

OCR technology extracts vendor information, invoice amounts, due dates, and line items from the document. Data is validated against vendor master file.

Canopy

OCR Engine

3

 DECISION

Route for Approval

System determines approval path based on invoice amount and department codes. Routes to appropriate manager if over threshold, otherwise auto-approves routine expenses.

Workflow Engine

Approval System

4

 ACTION

Create Accounting Entry

Approved invoice data automatically creates accounts payable entry with proper GL coding. Vendor record is updated with new transaction history.

QuickBooks

Xero

5

 ACTION

Schedule Payment Processing

Payment is scheduled based on terms and cash flow requirements. Early payment discounts are automatically calculated and applied when beneficial.

QuickBooks Xero Banking Integration

6

 ACTION

Update Client Records

For client reimbursable expenses, charges are automatically posted to client accounts with proper markup and billing codes applied.

CCH Axxess Karbon

7

 OUT PUT

Generate Processing Reports

Comprehensive reports showing processed invoices, approval status, payment schedules, and any exceptions requiring manual review are generated and distributed.

Reporting Dashboard Email



Outputs

- Processed and coded invoice entries
- Scheduled payment queue

- Client billing updates

AI Business OS

Exception reports for manual review



Key Metrics

- Invoice processing time reduction
- Payment accuracy rate
- Early payment discount capture
- Manual intervention percentage



Tools & Integrations

- Canopy
- Email
- OCR Engine
- Workflow Engine
- Approval System
- QuickBooks
- Xero
- Banking Integration
- CCH Axcess
- Karbon
- Reporting Dashboard

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