# PaperTrl

## PaperTrl's flagship product VendorTrl automates invoice processing.

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## VendorTrl: A Comprehensive, End-to-End AP Automation Solution

**VendorTrl is a fully integrated, cloud-based AP automation software solution that helps organizations—with a large or growing number of subcontractors, vendors, suppliers, service providers, and independent consultants—simplify, streamline, and automate the entire AP process.**

Through a user-friendly, web-based application, VendorTrl empowers AP professionals and vendors to more efficiently and effectively process and track invoices from submission to approval to payment, helping free up valuable time and resources to allow you to focus on the bigger picture.
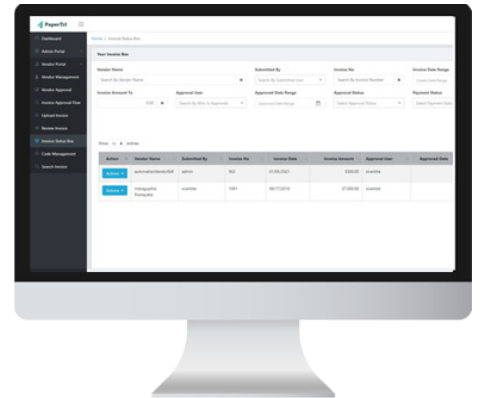
## Delivering Real-Time, 24/7 Access, Visibility, and Control

VendorTrl allows you to configure an AP automation process that meets your exact specifications and business requirements, giving you the ability to:

Reduce monotonous, time-consuming data entry to streamline invoice processing time.

Create a standardized, single flow for all incoming invoices, ensuring invoices are accounted for properly the first time.

Provide vendors real-time visibility into invoice status, eliminating back-and-forth communications.

Improve cash flow and vendor relations by avoiding late payment fees and managing discounts.

Improve accuracy by minimizing human error and integrating with your existing accounting software.

Create reports that provide greater insight in order to make smarter, more informed business decisions.

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## Features

### VendorTrl AP Automation Process

**Invoice submission:**
Vendor submits new invoice through vendor portal

**Digital conversion:**
VendorTrl converts invoice to digital format

**Email notification:**
VendorTrl notifies approver(s) via email

**Approval process:**
Approver(s) reviews and approves/rejects invoice

**Export:**
VendorTrl exports invoice to accounting system

**Payment:**
AP staff pays vendor based on approved invoice and terms

**Vendor Portal** – This portal becomes the primary access point for vendors to submit invoices and view payment status drastically reducing phone and email inquiries.

**Invoice Capture and Conversion** – Optical Character Recognition is used to read submitted files, extract key text, and convert it to a digital invoice. Once the conversion is approved, data assignments are saved as a vendor-specific template to be used on future invoices making invoice capture virtually hands off.

**Approval Workflow** – Approval workflows are designed so invoices are reviewed appropriately before payment. Email notifications ensure approvers are aware of pending invoices and alerts AP staff of overdue approvals.

**Integrations** – VendorTrl integrates with ERP/accounting systems to sync vendor data, GL codes, cost centers, purchase orders, receipts, invoices, and payments without manual data entry.

**Financial Insights** – Gain visibility and control over AP. Catch duplicate invoices before they are processed, verify budget limits before approving payments, view payment history by vendor, track discount terms, and monitor AP aging.

## Ready to try VendorTrl for yourself?

Request a demo by calling **(800) 220-1608** or send us an email at **info@papertrl.com**.