# PaperTrl

## YOUR GUIDE TO

### MAKING SPEND MANAGEMENT
# MORE EFFICIENT

PaperTrl  quickbooks

# Welcome

**PaperTrl**

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In the era of "work from anywhere" and digitization, accounts payable (AP) processes have rapidly evolved, increasing the need for spend management solutions that automate and simplify everyday tasks. The mobile workforce means businesses have more credit cards in the field—exponentially increasing the number of receipts that need to be matched, collected, and reconciled. Businesses also need more efficient ways to process vendor invoices—a practice often laden with paper, email, and Excel spreadsheets. With these disjointed procedures, leaders lack control and struggle to gain the financial visibility needed to properly manage cash flow, generate accurate reports, and make smarter decisions. Manual methods of accounting won't help AP departments navigate these challenges.

PaperTrl's AP automation and commercial card management solutions empower purchasing and AP professionals with greater efficiency and control. By automating tasks such as bill matching and credit card statement reconciliation—and introducing an innovative instant-issue digital commercial card—PaperTrl helps AP departments focus on more strategic work instead of sifting through emails and stacks of receipts. PaperTrl also seamlessly integrates with QuickBooks to further streamline and accelerate AP and spend management. Get all the details in this eBook.

## Read on to learn more about:

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**01.** **Common Commercial Card Management Challenges**

**02.** **Common AP Challenges**

**03.** **How To Streamline Commercial Card and AP Management with Papertrl**

**04.** **How To Take Spend Management with QuickBooks + PaperTrl**

**05.** **How Real Customers Have Transformed Their Spend Management with Papertrl**

# Common Commercial Card Management Challenges

From field workers to remote employees to those traveling offsite, the modern business sustains a wide range of geographically dispersed employees. Such a workforce makes spend management challenging.

CHALLENGES

**01**

### Issuing New Cards

Traditional methods of issuing credit cards to employees are too inefficient for a dispersed workforce. Contacting a bank and then waiting for physical cards to arrive in the mail—in addition to manually setting them up with employee-based accounts—takes time your business doesn't have in today's fast-paced, digital world.

**02**

### Managing Cards

As the number of cards grows within a business, so does the effort to manage them. Ensuring company policy is being followed, managing spend limits, and canceling cards when projects wind down or employees leave the company creates a heavy burden for AP staff.

**03**

### Reconciling Cards

Tracking down receipts for a high volume of cards and manually coding and reconciling the transactions is time-consuming, inefficient, and error-prone. Additionally, it adds busy work to AP staff who could be spending time on more high-value tasks.

> ## Simplify the management of commercial cards field with PaperTrl's digital commercial Visa card solution.

PaperTrl offers an innovative, instant-issue digital commercial card that provides purchasing power the moment its needed. AP staff can generate the card, pre-assign it to an accounting code and/or project so its transactions are pre-reconciled, and push the card directly to the cardholder's mobile wallet in seconds.

Using embedded banking features, AP staff can update card values, flag as a one-time use card, set daily/weekly/monthly spend limits, or cancel cards. With improved control and visibility, financial leaders can better monitor and manage cash flow while reducing fraud. With PaperTrl's digital card solution, issuing cards, card management, receipt storage, and reconciliation are contained to a single, secure platform.

## Here's how it works:

*Create a Visa digital card and assign a card limit, expiration date, cost code, PO, and/or project. The mobile user immediately receives a text to accept the card and then adds the card to their mobile wallet to begin making purchases. The entire process takes seconds to complete.*

## Easy as 1, 2, 3:

① **CREATE CARD**

② **RECEIVE TEXT**
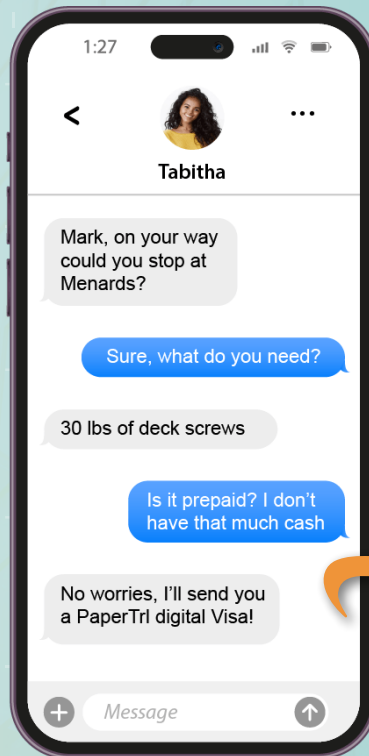
③ **ADD TO WALLET**
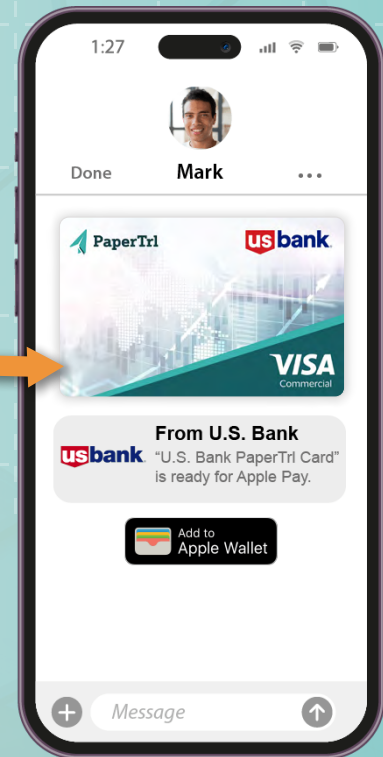
# Common AP Challenges

Manual AP methods present challenges for businesses of all sizes. Paper, email, and Excel spreadsheets provide no visibility or accountability for those involved in processing, approving, and paying vendor invoices. Leaders need better AP processes to manage their company's financial health.

## CHALLENGE

## 01

### MONTH-END CLOSE

Closing the books faster at month's end is every AP department's objective. Standing in the way of that goal are many obstacles:

**Batch-entering invoices:**
Manually entering invoices means financials are not updated in real-time, resulting in AP staff tracking down missing invoices to close the books.

**Data entry errors:**
Manually entered invoices also result in common data entry errors, which can lead to duplicate invoices, incorrect amounts, or mistyped vendor codes—ultimately resulting in bad data, incorrect/duplicate payments, and discrepancies at month-end close.

**Invoice accuracy:**
Matching invoices to purchase orders and receipts to ensure invoice accuracy without automated three-way matching is tedious and time-consuming—often involving convoluted document share sites, multiple emails, and Excel spreadsheets.

**Obtaining approvals:**
Getting project managers, purchasers, and/or management to sign off on invoices prolongs the book-closing process when conducted via paper or email.

**Late vendor invoices:**
Vendors are often slow to send invoices and credits, making it AP's job to chase them down to close the books on time.

## CHALLENGE

**02**

### SLOW, UNRELIABLE PAYMENTS

Despite the velocity at which payments have gone digital in the last decade, business payments (up to 90% in some industries) still happen via check. B2B check payments are labor-intensive to execute, expensive to print and mail, slow to deliver, impossible to track, and wrought with fraud.

## CHALLENGE

**03**

### MANAGING CASH FLOW

Accounts payable plays a large role in managing cash flow, but it's more than just taking advantage of payment terms. Inefficient AP processes result in incomplete or inaccurate books, which impede management from gaining the proper insights into the business' cash position. Additionally, invoices don't always tell the whole story. It's critical to know what purchases orders are still outstanding to predict future cash outflows and uncover missing vendor invoices. When POs are not matched to invoices, or not being used at all, visibility into cash flow is further inhibited.

**PaperTrl**

# How to Overcome Spend Management Challenges with PaperTrl

**PaperTrl offers a new approach to spend management:**
*an innovative, all-in-one platform that empowers a smarter, more efficient AP organization.*

## Simplify Commercial Card Management with PaperTrl's Instant-Issue Digital Card Solution

Gone are the days of waiting 10+ days for a card to arrive in the mail. With a pre-coded, digital commercial card, AP teams can issue cards in seconds so users can start making purchases immediately. Users have access through digital wallets on their mobile devices, so there's no risk of physical card loss or of employees finding themselves stranded without an approved method of payment.

Just as easily as the card can be issued, spend limits can be adjusted or it can be cancelled—giving AP teams, CFOs, and controllers complete control and unrivaled ease of administration. AP staff can create, manage, and update cards from one user-friendly dashboard, making managing high volumes of cards a cinch.

Because the card can be assigned to an account code, project, and/or purchase order when it is issued, it enables rapid reconciliation with QuickBooks—eliminating the cumbersome need to manually collect receipts and reconcile transactions. Advanced tracking and full transparency into each purchase through PaperTrl's audit trail helps manage spend and prevent fraud.
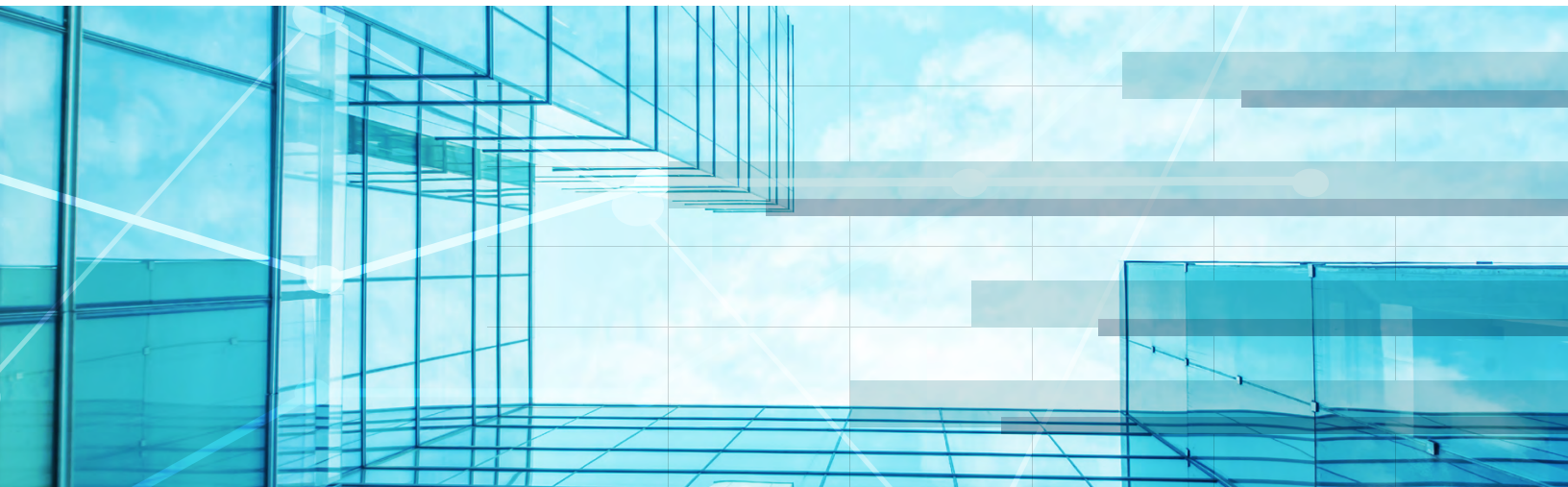
# How to Overcome Spend Management Challenges with PaperTrl

## Optimize Your Entire AP Process with Cloud-based AP Automation from PaperTrl

### 01
### 100% AP

PaperTrl's platform contains multiple modules allowing users to configure the right solution to meet their needs, including purchasing, invoice processing, digital payments, and employee expenses. This full suite means businesses can start by automating vendor invoices today and phase in additional modules until their entire procure-to-pay process is streamlined in a single platform.

### 02
### BUSINESS RULE ENFORCEMENT

The only thing that's constant in accounts payable is that there are always exceptions. Unlike other providers who provide happy path automation, PaperTrl allows you to program for exceptions and alerting using an "if/then" workflow engine—empowering AP teams to handle all transactions with greater speed and ease.

### 03
### AUTOMATION

PaperTrl's OCR technology reads invoices from email or a PDF with 99% accuracy, virtually eliminating manual data entry and errors. The combination of AI and workflow tools enable automatic coding, approval sequences, and PO matching without someone in AP babysitting the process. Streamlined invoice capture, approvals, and payments reduce labor and greatly accelerate month-end close.

**PaperTrl is a fully integrated, cloud-based accounts payable (AP) automation software solution.**
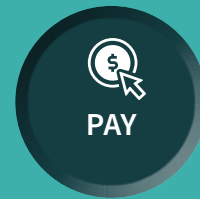
**PROCURE**
- Conduct business electronically through our vendor portal
- Create, approve, and track purchase orders by vendor or project

**PROCESS**
- Enable an end-to-end automated invoice processing
- Gain greater efficiency and direct control over cash flow
- Handle any type of AP transaction that crosses your desk

**RECEIVE**
- Receive materials anytime, anywhere, on any device
- Receive goods faster and minimize potential for errors

**PAY**
- Get powerful options for payment integration and reconciliation
- Pay bills with ease, speed, and control

**MANAGE YOUR ENTIRE PROCURE-TO-PAY PROCESS IN A SINGLE PLATFORM.**

**PaperTrl**

## Optimize Your Entire AP Process with Cloud-based AP Automation from PaperTrl

## 04

### VISIBILITY AND CONTROL

With PaperTrl, the entire finance team gains a level of control that is impossible with manual or paper-based processes. Dashboards provide visibility into every transaction's status. Managers are notified of exceptions when transactions do not follow policy or amounts exceed pre-defined thresholds. Audit trails tell the complete history of every transaction. Reports provide even more insight, including critical information such as project profitability, AP aging, vendor spend, outstanding purchase orders, AP detail, and vendor diversity. And when it is time to actually pay bills, CFOs can choose which bills to pay, when to pay them, and what payment method to use.

## 05

### SECURE DIGITAL PAYMENTS

Most AP departments are tasked with creating check runs, creating ACH payments on their bank's website, and entering credit card information into vendor payment portals on a monthly—if not weekly—basis. PaperTrl eliminates those labor-intensive processes by automating payment submission. From a single screen, users choose which invoices to pay and with what payment type. Payments can be submitted for internal approval, paid immediately, or scheduled for a later date—giving AP better control over cash flow. PaperTrl does not hold customers' money, instead it executes all payments directly to the proper financial institution, regardless of payment method and without delay.

## 06

### VENDOR PORTAL

Vendors join the PaperTrl Vendor Portal for free, allowing them to receive purchase orders and submit invoices in an automated, secure, and controlled environment. The portal helps speed up vendor invoice submission and avoid email phishing attacks that are all too common in AP. It also provides vendors with real-time visibility into the statuses of their invoices—allowing them to manage their own payment method data and eliminate the risk of storing sensitive financial data for customers.

## PaperTrl's Free Mobile App

PaperTrl puts the power of automation at your fingertips. On the road, at your desk, or on your couch, PaperTrl users can view purchase orders, create materials receipts, approve and pay invoices, create expense reports, and download digital commercial cards.

**PaperTrl**

# How to Take Automation Further with QuickBooks + PaperTrl

As an Intuit QuickBooks Solution Provider, PaperTrl integrates financial data seamlessly with QuickBooks. With automation, the business rules engine, and approval workflows that PaperTrl provides, only accurate invoices are sent to QuickBooks—ensuring high-quality data in real time.

## How does it work?

PaperTrl extends QuickBooks Online functionality in the areas of commercial card management and accounts payable. PaperTrl captures and categorizes card transactions, vendor invoices, receipts, and payments, which then automatically sync to QuickBooks Online—eliminating the need for manual data entry.

During implementation, a company's master data is securely shared with PaperTrl with a few clicks. This initial sync includes the chart of accounts, vendors, and jobs, and it can be completed in a few minutes. As updates occur in QuickBooks Online, this data automatically syncs to PaperTrl. When purchase orders, invoices, expense reports, and credit card statements are created, coded, and processed, those transactions can be confidently synced back to QuickBooks Online knowing the underlying data (vendors, account codes, jobs) is accurate.

To ensure full visibility, PaperTrl syncs the entire transaction to QuickBooks—meaning the invoice data along with the original image of the PDF invoice are created in QuickBooks, and reconciliation data is included with payments. Furthermore, an audit trail showing approvers, comments, and key dates can be viewed within QuickBooks Online.
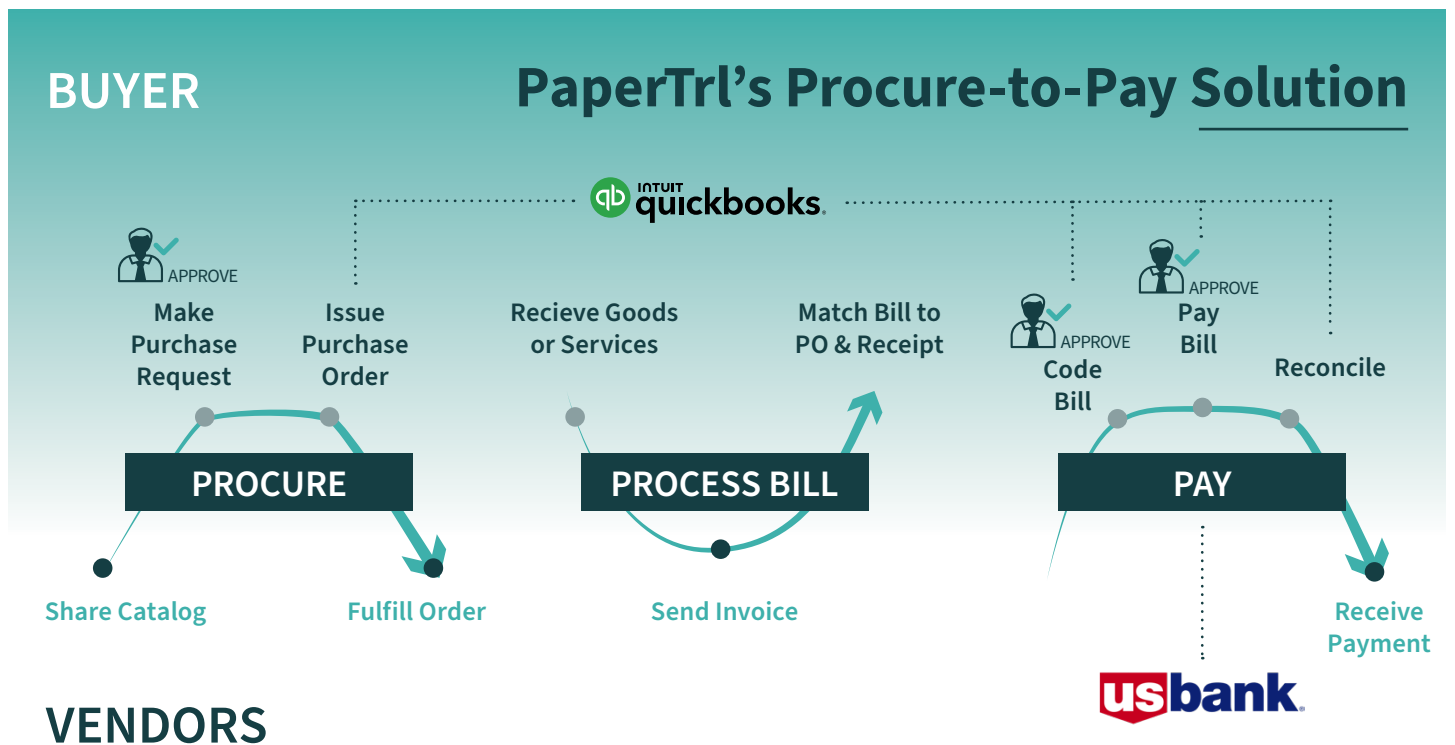
*A quick, painless implementation.*

## How does it work?

*Getting started with PaperTrl and QuickBooks follows straight-forward steps:*

**01** WORK TOGETHER TO DEFINE YOUR IDEAL AP PROCESS FLOW

**02** LICENSE QUICKBOOKS ONLINE (IF YOU'RE NOT ALREADY A USER)

**03** MIGRATE YOUR ACCOUNTING DATA TO QUICKBOOKS ONLINE (IF NEEDED)

**04** RECEIVE A PERSONALIZED, GUIDED IMPLEMENTATION OF PAPERTRL

**05** INVITE YOUR VENDORS TO JOIN OUR PORTAL

**06** ENSURE YOUR EASE-OF-USE WITH THE PLATFORM THROUGH TRAINING AND SUPPORT

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**BUYER**

# PaperTrl's Procure-to-Pay Solution

quickbooks

APPROVE
Make Purchase Request

Issue Purchase Order

Recieve Goods or Services

Match Bill to PO & Receipt

APPROVE
Code Bill

APPROVE
Pay Bill

Reconcile

**PROCURE**

**PROCESS BILL**

**PAY**

Share Catalog

Fulfill Order

Send Invoice

Receive Payment

**usbank**

**VENDORS**

**PaperTrl**

# How Real Customers Have Transformed Spend Management and AP Automation

Here's how three different organizations have modernized their spend management and AP with automation and software from PaperTrl and QuickBooks:

## Exus Management Partner Reduces Invoicing Manual Labor, Errors, and Complexity

The independent investment and asset management firm needed a way to effectively manage its growing inflow of invoices. They sought a way to reduce complexity, eliminate costly errors stemming from manual handling, increase efficiencies, and reduce the number of person-hours spent on document handling.

With PaperTrl, Exus improved dozens of AP processes through automation, including digitizing vendor invoices, ensuring complete transparency across all AP processes, eliminating manual data entry, and more.

*"The ability to upload a credit card statement and assign things to certain individuals is one of the best functionalities that we're using. It helps alleviate multiple emails from people about what they spent and then scanning and attaching their information. So, it's taking the manual labor out of our daily work and allowing us to focus on other areas."*

- Michael Bizub, Accounts Payable Manager, Exus Management Partners

## Tidewater, Inc. Drives Over $100k Out of the Cost of AP

Tidewater is an environmental support services provider with a growing, global workforce. During its expansion, the company found itself with insufficient AP processes for the volumes of invoices it was receiving. They needed to modernize and simplify AP processes and turned to PaperTrl.

Tidewater leverages PaperTrl to process 800-1,200 invoices per month in less time and with less human intervention—minimizing errors. The company now has real-time visibility into invoice status and has been able to drive over $100,000 annually out of the cost of AP.

*"Since incorporating PaperTrl and fully automating the AP process, we have experienced substantial improvements in efficiency, including a 96% – 98% reduction in email volume and a 98% reduction in collection calls."*

- Jim Abbott, Vice President, Tidewater, Inc.

# The Borough of Lansdowne, PA
# Saves an Hour Per Day of AP's Time

In Delaware County, Pennsylvania, the Borough of Lansdowne found itself tasked with managing payments for six city departments. Manual invoice processing and other inefficiencies were resulting in overwhelmed AP staff and duplicate payments.

After choosing PaperTrl, the Borough of Lansdowne eliminated manual invoice entry to save at least one hour per day of AP's time, simplified vendor billing, achieved transparency to eliminate overpayments, and now has complete visibility into payment statuses.

*"I love that all departments can share the responsibility of ensuring invoices get processed in a timely fashion. Everything is just more streamlined and efficient with PaperTrl and Accounts Payable can focus on what we do best— maintaining accurate books and paying bills on time."*

- Mary Young, Senior Bookkeeper, The Borough of Lansdowne, PA

**PaperTrl**

hello@papertrl.com | papertrl.com

# Why PaperTrl?

Modern AP departments need modern technology that gives them ultimate control, visibility, and agility when it comes to spend management. Automation through the combined power of PaperTrl and QuickBooks delivers those capabilities and readies AP teams for the work-from-anywhere era.

As an Intuit QuickBooks Solution Provider (QSP), PaperTrl offers a bundled QuickBooks Online solution along with our comprehensive suite of tools to transform your AP and spend management processes. Through our automation technology, your team defines and enforces policies and workflows and eliminates manual data handling, while gaining valuable visibility and control over process and cash flow.

Our company was built from expert minds in both accounting and cloud-based technology. Unlike our competitors who are retrofitting cloud technology to their age-old platforms, PaperTrl was developed natively in the cloud—giving us the unique flexibility to release new features faster and with a higher degree of quality. Customizations on PaperTrl are easier and less expensive, and our software is highly scalable and secure.

## Optimize Your Spend Management and AP Processes Today

The experts at PaperTrl would love to show you how our integration with QuickBooks Online helps you jump those AP and spend management hurdles that hold back your growth. Get in touch with us today for a free demo.

## Questions?

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**PaperTrl**

**intuit quickbooks**